



Embassy of the Philippines
PHILIPPINE OVERSEAS LABOR OFFICE
Doha, Qatar

**REQUIREMENTS FOR CONTRACT VERIFICATION AND RENEWAL
FOR HOUSEHOLD SERVICE WORKERS (HSWs)**

- Duly accomplished standard employment contract for HSWs – with ORIGINAL signature of sponsor (downloadable at: <https://polodoha.com/index.php/forms>)
- Photocopies of the following:
 - ✓ Passport of HSW – x2 copies
 - ✓ Qatar ID of sponsor – x2 copies
 - ✓ Qatar ID of HSW – x2 copies
 - ✓ Health card of HSW – x1 copy
- ***Certificate of Employment issued by the employer
 - HSWs who transferred to another employer within Qatar
- ***Exceptional Entry Permit for those who left Qatar before 12 July 2021 (Due to current health crisis)

Note:

Contract Verification with POLO-Qatar requires PRIOR APPOINTMENT booking at <https://polodoha.com/>

- ✓ *After all slots are taken, new slots will open every 15th of the month for next succeeding month (E.g. June 15 for July slots, July 15 for August slots)*

OFWs are advised to come PERSONALLY to process their documents.

In view of the current health crisis, all transactions are strictly BY APPOINTMENT only. Please send requests or questions to our email polodoha@gmail.com or polo_qatar@dole.gov.ph