

The Complete Legal Documents Kit for Drivers in Dammam (Saudi Arabia)

Introduction

Working as a driver in Dammam, Saudi Arabia, requires much more than just a valid driving license. With major industrial companies like Aramco and Sabic, documentation requirements are strict and tightly regulated. This is the ultimate, practical, and actionable guide to help you prepare your file and avoid delays or rejections.

Mandatory Documents Checklist

- ☐ Valid Iqama (Residency Permit) — check via Absher
- ☐ Medical Certificate — vision, heart, general health from approved clinics
- ☐ Valid Driving License — Saudi or converted (Dallah Driving School)
- ☐ Police Clearance Certificate — apostilled + certified Arabic translation
- ☐ Employment Contract + Visa Sponsorship
- ☐ Industrial Security Clearance — required for Aramco/Sabic; takes 2–3 months

Step-by-Step Guide to Obtain Each Document

- 1. Obtain Your Iqama: Log in to Absher > My Profile > Iqama Details. Must be renewed yearly.
- 2. Medical Certificate: Visit approved clinic (search 'Driving Medical Exam Dammam'). Cost: 100–200 SAR. Time: 1 day.
- 3. Translate & Apostille PCC: Get certificate from home country. Legalize + translate into Arabic by certified translator.
- 4. Driving License: Check validity on Absher or convert foreign license with vision/theory tests.
- 5. Industrial Clearance: Submit Iqama + Medical + PCC + Employer Docs. Processing time: 60–90 days.

Conclusion

The driver job market in Dammam offers big opportunities, but without the proper documents, you won't move forward. Use this kit as your administrative GPS to land a stable, well-paid job in Saudi Arabia.

Certified Translation Sample (Medical Certificate / Police Clearance)

CERTIFIED TRANSLATION

I, the undersigned [Translator Full Name], a certified and sworn translator accredited by [Accreditation Body],

hereby certify that the following is a true and faithful translation from [Original Language] into English of the original document:

Document Type: [e.g., Medical Fitness Certificate / Police Clearance Certificate]

Issued by: [Name of Issuing Authority]

Date of Issue: [DD/MM/YYYY]

TRANSLATION:

Full Name: [John Doe]

Date of Birth: [DD/MM/YYYY]

Nationality: [Country]

Medical Evaluation / Police Record:

[Insert translated content of the certificate here...]

Certified by:

Name: [Translator Full Name]

Signature: _____

Date: [DD/MM/YYYY]

License/Accreditation No: [XXXXXXX]

Stamp:

Visa Transfer Request Letter

To Whom It May Concern,

Subject: Request for Visa Sponsorship Transfer

I am writing to formally request the transfer of my sponsorship (kafala) to [New Employer Company Name], based in Dammam, Saudi Arabia. I have been offered a position as a [Job Title, e.g., 'Heavy Vehicle Driver'] with this company, and they are willing to assume full sponsorship responsibilities as per Saudi labor regulations.

My current employment details are as follows:

- Full Name: [Your Full Name]
- Iqama Number: [Your Iqama Number]
- Current Sponsor: [Current Employer Name]
- Job Title: [Current Job Title]

I kindly request that all necessary procedures be facilitated to enable a smooth and timely transfer of sponsorship, in accordance with applicable laws and guidelines set by the Ministry of Human Resources and Social Development.

Thank you for your attention to this matter. Should you require any additional documentation or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Date]

Industrial Security Clearance Application Form

Full Name:

Iqama Number:

Nationality:

Mobile Number:

Email Address:

Current Employer Name:

Proposed Employer (Company Name):

Job Title Offered:

Location of Work (e.g., Aramco, Sabic site):

Date of Application:

Attached Documents Checklist:

- Copy of Valid Iqama
- Copy of Medical Certificate
- Copy of Police Clearance Certificate (translated)
- Copy of Driving License
- Employment Offer Letter

Employer's Declaration:

We hereby request the initiation of security clearance procedures for the above-mentioned applicant to access restricted industrial areas as required for employment.

Authorized Signatory:

Name:

Position:

Company Stamp & Signature:

Date: