

Phase one: first-time applicant registration and completing data

Before you begin the process please make sure you have the following:

1. A personal photo with the same specifications as a passport photo, a recent photo of a full face (not older than 6 months) with high quality 265 x 265 pixels with a white background without sunglasses and without a hat.
2. Photos taken by mobile camera shall not be accepted.
3. Copy of the national ID (front and back) or copy of the passport for foreigners
4. Copy of a valid training card (front and back on the same document) or a digital card
5. Copy of a valid first aid certificate
6. Copy of the graduation certificate (high school certificate)
7. Police criminal record for Egyptian nationalities, work permit for foreigners
8. Training form for snorkeling and diving pros, with complete data, signed and stamped ([attached](#))
9. Preferably use a desktop or a laptop for the steps

Phase one: First-time applicant registration and card request:

- 1- Go to the following link: <http://members.cdws.travel/registration>
- 2- A question will appear on the screen (Is this your first time applying for a CDWS card?) please answer Yes

Example 1

In case that the professional attended the CDWS test without obtaining the card, please answer (Yes) and contact the Chamber to obtain the card number and complete the following steps [Click here](#)

- 3- Enter your e-mail address
- 4- Create a password for your profile
- 5- Click on register

Example 2



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- 6- You will receive a confirmation on your registered e-mail, open the email and click on view page option
- 7- After choosing view page a new page will open to edit your account, please make sure to complete all the information and upload the following attachments in the correct fields:
 - A personal photo with the same specifications as a passport photo, a recent photo of a full face (not older than 6 months) with high quality 265 x 265 pixels with a white background without sunglasses and without a hat.
 - Photos taken by mobile camera shall not be accepted.
 - Copy of the national ID (front and back) or copy of the passport for foreigners
 - Copy of a valid training card (front and back on the same document) or a digital card
 - Copy of a valid first aid certificate
 - Graduation certificate
- 8- Please complete and ensure all the data is correct, then choose submit for review option.

[Example 3](#)

- 9- The membership department will review all the provided data and attachments to ensure they are correct; in case something is missing the applicant will receive an email with notes to avoid
- 10- In case all data and attachments are provided correctly, the application will be accepted and the applicant will receive a confirmation letter that the account has been successfully activated.



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