

NOTES TO APPLICANT

1. Application form

This form is to be completed for an application made at a Singapore Overseas Mission only. Please submit your application to the nearest Singapore Overseas Mission. You can visit Ministry of Foreign Affairs' website at <http://www.mfa.gov.sg> to locate a Singapore Overseas Mission nearest to you.

2. Eligibility

Only a Singapore citizen may apply for a Singapore passport.

3. Lost passport

If you have lost your passport, you must report the loss immediately to Immigration & Checkpoints Authority with a police report or statutory declaration. The passport reported lost will be invalidated with immediate effect and can no longer be used for travelling even if recovered subsequently. If you recover your lost passport, you must surrender the said passport to ICA for cancellation in person within 14 days. Failure to surrender such a recovered passport is an offence punishable by fine or imprisonment or both.

4. Replacement fee

If your current passport is lost or damaged, an additional non-refundable fee of SGD\$50/- is payable for the first replacement and SGD\$100/- for each subsequent replacement. This is in addition to the passport fee.

5. Documents required

- a) Paste one passport-sized photograph in the space provided on the top right hand corner of the form. The photograph must be in colour and shall be :
 - i) Sharp and clear, 35mm wide by 45mm high without border and taken within the last 3 months;
 - ii) Taken full face with you looking directly at the camera with head straight and eyes open with no hair across and/or covering your eyes;
 - iii) Both edges of your face and the top of your shoulder must be clearly shown. You must not look over any shoulder and your head must not be tilted;
 - iv) Taken with the image of your face measuring between 25 mm and 35 mm from chin to crown of head;
 - v) Taken without wearing any hat or other head covering, unless you habitually wear a hat or head covering in accordance with your religious or racial custom. If any such hat or head covering is worn, the photograph must still be a full frontal view of your head and shoulders, showing your facial features in entirety with eyes open and clearly visible;
 - vi) If you wear glasses, the photograph must show your eyes clearly with no flash reflection off the glasses. The frames shall not cover any part of your eyes. Tinted glasses and sunglasses are not allowed;
 - vii) Taken with uniform lighting with no flash reflections, no shadows, no uneven bright spots on the face and no red eyes;
 - viii) Of white background, except where your hair, hat or head covering is white, the background must be light grey;
 - ix) The photograph must show you alone with no chair back, toys or other persons visible;
 - x) The photograph must be printed on high quality paper at high resolution with a matt or semi-matt finish with no ink marks or creases.
- b) A photocopy of the police report, if the current passport is lost.
- c) The following photocopied documents are required for applicants who are below 15 years old and had a change of name:
 - i) Baptism or Religious certificate for insertion of religious name, if any
 - ii) Deed poll for change of name, including ethnic name, if any

6. Payment

The passport fees mentioned in this application form are in Singapore Dollars. Payment by crossed cheque in Singapore currency may be made payable to the Controller of Immigration. Payment by local cheque should be made payable to the Singapore Overseas Mission where the application is submitted. Please check with the Singapore Overseas Mission on the equivalent amount payable in local currency.

7. Processing Time

All passport applications submitted overseas are processed in Singapore. The expected turnaround time is about 3 to 4 weeks, if all relevant documents are duly submitted.

8. Fingerprint Image Capturing

Passport applicants who have been issued with a credit-card sized Identity Card (issued from 3 June 1991) and have not provided their fingerprint data at the point of application but are collecting their passports overseas will have their biometric passports encoded with the fingerprint data taken from their IC records.

9. Collection of Passport

- a) Applicants who have submitted their applications by post must collect their passports in person with one or more of the following original documents:
 - i) Identity Card;
 - ii) Current passport for cancellation, if any;
 - iii) Police report, if the current passport is lost;
- b) Applicants under 16 years old must also collect their passports in person with the consenting parent/legal guardian with the following original documents:
 - i) Birth Certificate;
 - ii) Identity Card of consenting parent or legal guardian. If consenting parent is unable to come, he/she may authorize his/her spouse in writing to come on his/her behalf. The spouse NRIC must be produced. Legal documentation of guardianship must be produced if consent is given by the legal guardian,;
 - iii) Citizenship Certificate if applicant is a Singapore citizen by registration and is not issued with an Identity Card.
- c) Passports not collected within 3 months of application may be cancelled and no refund of the passport fee will be given.

10. Change of Personal Data

In compliance with the international requirements for biometric passports used for international travel, requests to change your personal data, for example: photograph update, name change, etc reflected on your biometric passport will not be allowed. You will be required to apply for a new passport, subjected to the usual passport fee, if you wish to have your new personal data reflected in your passport.

11. Passport Validity

The Singapore Passport is valid for 5 years for first time applicants. If you are renewing your passport which carries a remaining validity of 9 months or less, the remaining validity of your passport will be carried over to your new passport. In such a case, your new passport will have a validity period of 5 years, plus the remaining validity of your old passport up to a maximum of 9 months. However, if you are renewing a passport with more than 9 months validity, your new passport will carry a validity of 5 years and 9 months.

12. Application via the Internet

You can also apply for a passport via Internet if you have a photograph image file in JPEG format ('jpg' extension) and a credit/debit card for online payment. The fee is SGD\$70/- and payment must be made by Visa or MasterCard Credit/Debit or American Express Card. For more information, please visit our web site at <http://www.ica.gov.sg>.