

# APPLICATION FOR SINGAPORE BIOMETRIC PASSPORT (BY POST)

# Apply for a new passport at go.gov.sg/passport

Log in with your SingPass at <u>go.gov.sg/passport</u>. Alternatively, others (e.g. your family members) can submit an application on your behalf.



Scan to apply for passport

(Paste your photograph here)

photograph must be taken within the last 3 months and show a neutral facial expression with mouth closed

		Scan to apply for passi	ioit
PART I – PARTICULARS OF API	 PLICANT		
	Jnderline Surname/Family Name, if	applicable]	
NRIC/BC/CC No:	Date of Birth:	Place of Birth:	Sex:
			Male Female
Address:		Telephone No:	
			(LID)
		(H)	(HP)
		Email Address:	
PART II – DECLARATION AND	CONSENT		
I/We declare that:			
understand that, if I/we have	ve concealed relevant information	and complete to the best of my/our kr or provided false, inaccurate or misle ler this application may be withdrawn	ading information. I/we may be
(b) I am/The child is a citizen of	of Singapore.		
(c) # I / The child have/has ob	stained the citizenship of another co	ountry/place. No Yes (State co	ountry/place:)
(d) # I am applying for a passp	oort because my/my child's current	passport	_
is lost is dama	aged is due to expire/expir	red has no more pages	Others:
(e) # I wish to pay by Vis	sa MasterCard Credit/De	bit American Express Card	The details of the Card are:
Card No:			
Name of Cardholder:	Card Expir	/ Date: (mm/yy)	Amount Payable: \$70.00
			<u> </u>
1 71 9	guardian of applicants below 16 year		
(f) I, the application of the passp	oort by the applicant.	, being the Pa	arent/Legal Guardian, consent to
Date		Signature of Applicar	nt/Parent/Legal Guardian
# please tick ( $\sqrt{\ }$ ) in the appropriate	riate box	(NB: If applicant is below be completed by the pare	v 16 years old, this part is to ent/legal guardian)
PART III – FOR OFFICIAL USE		P/	
System Outcome: Issued Pending		Passport Clerk: Date:	
Decision:  Issued Rejected Passport Officer: Date:			
Remarks:		Date of Issue: Date of Expiry:	

#### NOTES TO APPLICANT

#### **National Service**

National Service (NS) is vital to the defence and security of Singapore. Under the Enlistment Act, male Singapore Citizens are liable for NS. The Government may reject the renunciation of Singapore citizenship by a male citizen if he has enjoyed citizenship privileges, including possession or use of the Singapore passport, and has outstanding NS obligations.

# 1. Applying for a Singapore Passport

You may apply online for a new passport at <u>go.gov.sg/passport</u>. Alternatively, you may complete and mail this application form to the Immigration & Checkpoints Authority (ICA), ICA Services Centre, 2 Crawford Street, Singapore 207218.

#### 2. Lost Passport

If you have lost your passport, you should immediately report the loss to ICA at go.gov.sg/reportlossppt. A police report is required if the loss of your passport was due to crime.

Passports reported lost cannot be used, even if later recovered. A recovered lost passport must be surrendered to the ICA in person within 14 days. Failure to surrender a recovered passport is an offence punishable by a fine and/or imprisonment.

#### 3. Damaged Passport

If your passport is damaged, you should report the damage immediately to ICA at <u>go.gov.sg/damagedpassport</u>. Passports cannot be used once they are reported as damaged.

### 4. Replacement Fee for Lost / Damaged Passport

A non-refundable fee, in addition to the passport fee, of S\$50 is payable for the first replacement and S\$100 for subsequent replacements of lost/damaged passports.

#### 5. Photograph

The photograph must be in colour and shall be:

- (i) Sharp and clear, 35 mm wide by 45 mm high without border;
- (ii) Taken within the last 3 months;
- (iii) Of plain white background (if your hair is white, the background must be light grey);
- (iv) Taken full face with you looking directly at the camera, with head straight, eyes open and no hair across and/or covering your eyes. Both edges of your face and the top of your shoulders must be clearly shown;
- (v) You must look at the camera with a neutral facial expression with mouth closed;
- (vi) Your face in the photograph should measure between 25 mm and 35 mm from chin to crown;
- (vii) Only headgear or head coverings habitually worn in accordance with your religious or racial custom is allowed, and should not be in white; and
- (viii) If you wear glasses, the frames must not cover any part of your eyes. There should not be any flash or light reflected off the glasses. Tinted glasses and sunglasses are not allowed.

Photographs that do not meet the above requirements will delay your passport application. For more information, please go to go.gov.sg/photopassport.

#### 6. Checking Application Status

Log in to ica gov.sg to check the status of your passport application after submission. Applications submitted with incomplete details will not be processed.

#### 7. Passport Validity

The Singapore passport is valid for 10 years for citizens aged 16 and above. For citizens below the age of 16, the passport validity is 5 years. For the 5-year passports, remaining validity from the previous passport, up to a maximum of 9 months, may be carried over to the renewed passport.

## 8. Change of Particulars

Please provide copies of the following documents for applicants below 15 years of age who had their name changed:

- (i) Baptism or Religious certificate for insertion of religious name, if any; or
- (ii) Deed poll, including ethnic name.

For applicants aged above 15 years of age, please apply for a new IC reflecting your new particulars before applying for a new passport. The prevailing passport fee will apply for passport applications due to change of particulars.

# 9. Surname/Family Name

Please underline your Surname/Family name, if applicable. In compliance with International Civil Aviation Organization standards, the applicant's surname/family name will be reflected in the passport's Machine Readable Zone, using filler characters (<<) before the given name(s).

# 10. Collection of Passport

The processing time from receipt of your application of the passport is around 1 to 2 weeks. The processing time will be longer if your photograph does not meet the requirements. You will be notified of the outcome through a notification card/email.

Passports not collected within 3 months will be cancelled and no refund of the passport fee will be given.