



APPLICATION FOR SINGAPORE BIOMETRIC PASSPORT (BY POST)

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

Log in with your SingPass at go.gov.sg/passport. 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

PART I – PARTICULARS OF APPLICANT			
Full Name in BLOCK LETTERS [Underline <u>Surname/Family Name</u> , if applicable]			
NRIC/BC/CC No:	Date of Birth:	Place of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Address:		Telephone No: _____ (H) _____ (HP) Email Address: _____	
PART II – DECLARATION AND CONSENT			
I/We declare that:			
(a) All information submitted in this application is true, accurate and complete to the best of my/our knowledge and belief. I/We understand that, if I/we have concealed relevant information or provided false, inaccurate or misleading information, I/we may be prosecuted and any facilities, rights or privileges granted under this application may be withdrawn.			
(b) I am/The child is a citizen of Singapore.			
(c) # I / The child have/has obtained the citizenship of another country/place. <input type="checkbox"/> No <input type="checkbox"/> Yes (State country/place: _____)			
(d) # I am applying for a passport because my/my child's current passport <input type="checkbox"/> is lost <input type="checkbox"/> is damaged <input type="checkbox"/> is due to expire/expired <input type="checkbox"/> has no more pages <input type="checkbox"/> Others: _____			
(e) # I wish to pay by <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Credit/Debit <input type="checkbox"/> American Express Card The details of the Card are: Account No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Name of Cardholder: _____ Card Expiry Date: _____ (mm/yy) Amount Payable: \$70.00			
To be completed by parent/legal guardian of applicants below 16 years old:			
(f) I, _____, holder of NRIC No. _____, being the Parent/Legal Guardian, consent to the application of the passport by the applicant.			
_____ Date		_____ Signature of Applicant/Parent/Legal Guardian	
# please tick (✓) in the appropriate box			
PART III – FOR OFFICIAL USE		P/	
System Outcome: <input type="checkbox"/> Issued <input type="checkbox"/> Pending		Passport Clerk: Date:	
Decision: <input type="checkbox"/> Issued <input type="checkbox"/> Rejected <input type="checkbox"/> Withdrawn		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 application for a Singapore passport is an affirmation of citizenship. Under Article 128(2) of the Constitution of the Republic of Singapore, the Government may withhold a person's application for renunciation of Singapore citizenship if he is subject to the Enlistment Act and has not discharged his NS liability.

1. Applying for a Singapore Passport

You may apply online for a new passport at go.gov.sg/passport. Alternatively, you may complete and mail this application form to the Immigration & Checkpoints Authority (ICA), ICA Building, 10 Kallang Road, Singapore 208718.

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 only if the loss of your passport was due to crime. Otherwise, you can submit a Declaration when you report the loss of your passport at ICA.

Passports reported lost cannot be used, even if later recovered. If you do recover your lost passport, you must surrender the said passport to 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. Our officers will assess the extent of the damage and advise you accordingly.

4. Replacement Fee for Lost / Damaged Passport

You will need to pay a non-refundable replacement fee of \$50 for the first replacement, and \$100 for subsequent replacements for lost/damaged passport. This replacement fee is in addition to the passport fee.

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 status of application

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

7. Passport Validity

The Singapore Passport is valid for 5 years. When you renew your passport, the remaining validity will be carried over to the new passport, up to a maximum of 9 months. If you have lost or damaged your passport, the replacement passport will be valid for 5 years.

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 application due to change of particulars.

9. Surname/Family Name

Please underline your Surname/Family name, if applicable. In compliance with the ICAO 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

- (i) The processing time for a passport is around one week upon receipt of your application. You will be notified of the outcome through a notification card/email.
- (ii) You must come in person with all the required documents stated in the notification card/email to collect the passport. You will not be allowed to collect the new passport if any of the required documents could not be produced.
- (iii) Children under 6 years old are not required to be present for the collection of their passports. The consenting parent/legal guardian must come in person to collect the child's passport.
- (iv) Children between 6 to 16 years old must come in person with the consenting parent/legal guardian. Their biometric identifiers will be enrolled during their passport collection.

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

[Feb 2021]