

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

Complete and mail this application form to the Immigration & Checkpoints Authority (ICA), ICA Building, 10 Kallang Road, Singapore 208718. Alternatively, drop the completed form into the deposit boxes at ICA Building. You may also submit your passport application online at <https://www.ica.gov.sg>.

2. Lost / Damaged Passport

If you have lost or damaged your passport, you must report the loss or damage immediately to ICA. A police report is required only if the loss of your passport was due to crime. Otherwise, you can execute a Statutory Declaration when you report the loss of your passport at ICA.

The passport reported lost/damaged will be invalidated with immediate effect and can no longer be used for travelling. If you recover your lost passport, you must surrender the said passport to ICA in person for cancellation within 14 days. Failure to surrender such a recovered passport is an offence punishable by a fine and / or imprisonment.

3. Replacement Fee for Lost / Damaged Passport

An additional non-refundable fee of \$50 is payable for the first replacement, and \$100 for subsequent replacements. This replacement fee is in addition to the passport fee.

4. 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 expression with mouth closed;
- (vi) Your face 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 reflection off the glasses. Tinted glasses and sunglasses are not allowed.

Photographs that do not meet the requirements will delay your passport application.

5. Payment via Visa/MasterCard Credit/Debit or American Express Card Only

Applications submitted without correct details in Part II (e) will be deemed incomplete and will not be processed.

6. 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 new passport will be valid for 5 years.

7. Change of Particulars

Please provide copies of the following documents for applicants below 15 years of age who have had a name change:

- (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 at the prevailing fee.

8. Collection of Passport

- (a) The processing time for a passport is around one week upon the receipt of your application.
- (b) You will be notified of the outcome through a notification card by post.
- (c) You must come in person with all the required documents stated in the notification to collect the passport.
- (d) Applicants below 16 years old must come with the consenting parent/legal guardian.
- (e) You will not be allowed to collect the new passport if any of the required documents could not be produced, or without the presence of the consenting parent/legal guardian where required.

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