



## 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 [go.gov.sg/passport](http://go.gov.sg/passport). 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](http://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 [go.gov.sg/damagedpassport](http://go.gov.sg/damagedpassport). 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](http://go.gov.sg/photopassport).**

#### 6. Checking Application Status

Log in to [ica.gov.sg](http://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.**

[Mar 2025]