

S PASS PROCESS MAP

STEP 8: DELIVERY OF PASS CARDS

The pass card will be delivered to the authorized recipients about four working days after successful registration of the pass holder. The authorized recipients will be notified via SMS/email at least one working day before the card delivery.

STEP 7: BIOMETRIC REGISTRATION

The applicant must complete the relevant fingerprinting and registration process in person, by appointment, at the MOM Services Centre, within one week of the issuance of the notification letter.

STEP 6: APPOINTMENT BOOKING

First-time candidates or those whose last registration was more than five years ago will need to register their fingerprints and photograph. Within one week after the notification letter is issued, the applicant must submit biometric data at a personal appointment at the MOM Services Centre. Processing time: 1 day – 1 week

STEP 5: ISSUANCE OF NOTIFICATION LETTER

Once the applicant is in Singapore, the S Pass fees may be paid online and the Notification Letter may be printed. The applicant can begin working after this step.

STEP 1: INITIATION

Client initiates case and FGI sends document checklist.

STEP 2: S PASS APPLICATION

FGI will file the application via EP Online. Once the pass is approved, an In-Principle Approval (IPA) Letter should be downloaded from EP Online. The IPA is valid for 2 months. The S Pass must be activated before the IPA expires, otherwise, the approval will be withdrawn. Processing time: 3 weeks

STEP 3: ENTRY TO SINGAPORE

The applicant may enter Singapore once the In-Principle Approval ("IPA") letter has been issued. For nationals requiring an entry visa, the IPA letter should function as a single-entry visa.

STEP 4: MEDICAL EXAM

The applicant must undergo a medical exam in Singapore. The medical must not be more than three months old when the S Pass is collected. Processing time: 3 days – 1 week

