



## Long-Term Visit Pass Application Form

For dependants of Employment Pass (Sponsorship) candidates/holders only

**Important:** Please open and complete this form using **Adobe Acrobat Reader DC**, as it may not appear correctly with other PDF readers.

This form may take 20 minutes to fill in.

**Submit the application form by completing the steps in this order:**

**Step 1** Download and fill in the application form in soft copy format so that you can get a payment reference number which you need to use for payment in **Step 3**.

**Step 2** Sign the application form.

**Step 3** Pay the application fee electronically. Application fees are non-refundable. See [Page 10](#).

**Step 4** Upload the completed application form and supporting documents.

### Supporting documents

You will need the following documents\* in PDF or JPG format for **Step 4**:

(\*Non-English documents must be accompanied by an English translation. The translation can be done by a translation service provider.)

- Personal particulars page of the foreigner's travel document. If there are any amendments to the particulars (e.g. name or expiry date), please include the pages confirming them.
- Additional documents depending on the family member you are applying for:

If the foreigner is a/an	Additional documents required
Common-law spouse	Any one of the following: <ul style="list-style-type: none"> <li>• Copy of the common-law marriage certificate</li> <li>• An affidavit by the work pass holder and their spouse declaring that they are in a common-law relationship recognised under the laws of their home country. The affidavit must also be notarised in their home country.</li> <li>• A letter from the home country's embassy of the work pass holder or spouse acknowledging that they are in a common-law relationship recognised under the laws of their country.</li> </ul>
Unmarried stepchild under 21 years old	<ul style="list-style-type: none"> <li>• A copy of the court order on the child's custody</li> <li>• A letter from the other biological parent stating there is no objection to bringing the child to Singapore</li> <li>• <a href="#">Verification of Vaccination Requirements (for entry to Singapore)</a> document issued by the Health Promotion Board (HPB) if the child meets <b>all of these conditions</b>:                             <ul style="list-style-type: none"> <li>- Was not born in Singapore.</li> <li>- Is aged 12 years old and below.</li> <li>- Is applying for a new Long-Term Visit Pass – this includes those whose Long-Term Visit Pass have expired or been cancelled for more than 30 days.</li> </ul> </li> </ul>
Unmarried handicapped child above 21 years old	A letter or report from a medical practitioner on the child's condition
Parent	A copy of the work pass holder's birth certificate that states the names of the parents

**FORM 14**

**IMMIGRATION ACT [CHAPTER 133, SECTION- 55(1)]**

**PASSPORT ACT [CHAPTER 220, SECTION 3(1)]**

**APPLICATION FOR A LONG-TERM VISIT PASS (LTVP)**

FOR DEPENDANTS OF EMPLOYMENT PASS (SPONSORSHIP) CANDIDATES/HOLDERS ONLY

**Step 1** Fill in the form in soft copy format

**INSTRUCTIONS**

1. Enter 'Not applicable' or 'N.A' where necessary. Do not leave any fields blank.
2. It takes around 8 weeks to process the application. Visit [www.mom.gov.sg/pass-application-status](http://www.mom.gov.sg/pass-application-status) to check the application status.

**PART 1 – APPLICATION INFORMATION**

Email Address (You must provide this for us to contact you about the application.)

**1A: Details of Work Pass Candidate/Holder**

Foreign Identification Number (FIN, if applicable)

Full name (as on travel document, excluding salutations e.g. Mr, Miss, Professor, Doctor)

Alias (only if it appears on the travel document)

**1B: Pass Declaration**

**Please enter the FIN/Work Permit/S Pass number if the LTVP candidate has ever:**

- Applied for or worked in Singapore on an Employment Pass, S Pass or Work Permit.
- Studied in Singapore on a Student's Pass.
- Stayed in Singapore on a Dependant's Pass or Long-Term Visit Pass.

Foreign Identification Number (FIN)

Work Permit/S Pass number

**1C: Pass Duration**

**If this application is approved, the period granted may be shorter than the duration applied.**

Duration applying for  
(from 1 month to up to the work pass holder's pass expiry)

months

**1D: Relationship with Work Pass Candidate/Holder**

Relationship

**PART 2 - FOREIGNER'S PERSONAL INFORMATION**

**2A: Personal Particulars**

Full name (as on travel document, excluding salutations e.g. Mr, Miss, Professor, Doctor)	
Alias (only if it appears on the travel document)	
Sex	Marital status
Date of birth (DD/MM/YYYY)	Nationality/Citizenship
Country/Region of birth	State/Province of birth
Country/Region of origin (where the person's first citizenship was obtained by birth or parentage)	State/Province of origin
Race	Religion

**2B: Travel document information**

Travel document type		
Travel document number	Issue date (DD/MM/YYYY)	Expiry date (DD/MM/YYYY)

**2C: Contact details**

Email address
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**Part 3: Health Promotion Board's (HPB) Vaccination Requirements**

Only complete Part 3 if the foreigner is a foreign-born child aged 12 years old and below, and applying for a new Long-Term Visit Pass.

The foreigner must be issued the [Verification of Vaccination Requirements \(for entry to Singapore\)](#) document by HPB before you can submit this application.

Is the foreigner currently holding a Student's Pass issued by the Immigration & Checkpoints Authority (ICA)?

HPB Reference Number (stated on the foreigner's Verification of Vaccination Requirements (for entry to Singapore) document)

**NIR**         -

**PART 4 – OTHER INFORMATION**

**Has the foreigner ever:**

(a) Been refused entry into or deported from any country?

(b) Been convicted in a court of law in any country?

(c) Been prohibited from entering Singapore?

(d) Entered Singapore using a passport issued by a different country?

(e) Entered Singapore using a passport showing another name?

(f) Been a Singapore Citizen or Singapore Permanent Resident?

(g) Been issued a work visa by another country(s)?

If the answer to (g) is YES, please state the:

1) Country of Issue

2) Length of Visa

Year(s)

Month(s)

(h) Studied in Singapore?

(i) Worked in Singapore?

(j) Stayed long-term in Singapore (not as a tourist)?

If the answer to any of the above questions is YES, please provide the details

How will you be making payment for this application?

## Step 2 Get the form signed by all parties

### PART 5 – DECLARATION BY FOREIGNER

(If the foreigner is below 16 years old, one of the parents must sign on his/her behalf.)

I hereby declare that all the particulars furnished by me in Part 1 – 3 and 4(a) – (j) are true and correct.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I declare that I have not suffered and am not suffering from Acquired Immunodeficiency Syndrome (AIDS) or infected with Human Immunodeficiency Virus (HIV) or Tuberculosis. I acknowledge that during the period of validity of my Long-Term Visit Pass, if I am found to be suffering from AIDS or infected with HIV or Tuberculosis, the Long-Term Visit Pass issued to me will be cancelled and I will have to leave Singapore by the date required.

I undertake to comply with the provisions of the Immigration Act and any regulations made there under or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to contravene any of the laws of Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration pass has been issued.

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without a work pass issued by the Controller of Work Passes.

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, the Controller of Immigration will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I understand that this application for and possession of a visa does not guarantee entry into Singapore and permission to entry is entirely discretionary at the point of entry.

I consent for the Government of Singapore and its statutory authorities to display my information on the Ministry of Manpower's work pass systems, and to disclose such information to any relevant person or organisation for the administration of matters relating to work pass and passes for dependants.

I consent to the Ministry of Manpower displaying my pass details when my card is scanned using the Ministry of Manpower's work pass mobile application.

I give my consent for your department to obtain and verify information from or with any source as you deem appropriate for the assessment of my application for immigration facilities.

With reference to my application for Long-Term Visit Pass and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organisation or any other source for assessing my application.

<b>Foreigner's name</b> (as on travel document)	<b>Foreigner's signature</b>
	<b>Date</b> (DD/MM/YYYY)

**PART 6 – DECLARATION BY LOCAL SPONSOR**

I hereby sponsor this application and certify that it is made for the purpose as stated by the foreigner. The statements made by the foreigner in this application are to the best of our knowledge true. I undertake to indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the said foreigner.

I shall keep copies of the documents/ certificates showing the relationship between the work pass holder and the foreigner for as long as the work pass holder is in my employment. I understand the Ministry of Manpower can at any time request for these documents for verification and revoke the pass should the documents be inconsistent with the declaration furnished in the application form or if I am unable to produce the documents.

I consent to the Ministry of Manpower displaying pass details when the pass holder's card is scanned using the Ministry of Manpower's work pass mobile application.

I declare that should this application be approved, I will make an application to the Ministry of Manpower to allow the foreigner to enter Singapore subject to prevailing entry requirements at the point of entry into Singapore.

<b>Name of sponsor company</b> (must be the same company that sponsored the work pass candidate/holder)	<b>Company's correspondence address</b>
<b>Name of company's representative<sup>#</sup></b>	<b>Designation</b>
<b>NRIC number/FIN</b>	<b>Signature of company's representative</b>
<b>Phone number</b>	<b>Date</b> (DD/MM/YYYY)

<sup>#</sup>Authorised human resources personnel or any person holding at least a managerial position in the sponsor company.

**PART 7 – DECLARATION BY WORK PASS CANDIDATE/HOLDER IN SUPPORT OF APPLICATION FOR A LONG-TERM VISIT PASS**

I declare that all the information as set out in Part 1 – 5 is, to the best of my knowledge, true and correct. I understand that I may be prosecuted if I have provided any information, which is false in any material particular, or misleading by reason of the omission of any material particular.

I undertake to be responsible for ensuring the compliance by the foreigner of any quarantine and medical surveillance imposed on the foreigner under regulations 8 (2A) of the Immigration Regulations.

I undertake to bear responsibility for the foreigner’s upkeep and maintenance in Singapore.

I declare that should this application be approved, I will make an application to the Ministry of Manpower to allow the foreigner to enter Singapore subject to prevailing entry requirements at the point of entry into Singapore.

<p><b>Name of work pass candidate/holder</b> (generated from Part 1A)</p>	<p><b>Signature of work pass candidate/holder</b></p>
<p><b>FIN</b> (if applicable)</p>	<p><b>Date</b> (DD/MM/YYYY)</p>



**PART 8 – DECLARATION BY EMPLOYMENT AGENCY**

**Only applicable if the services of an employment agency were used.**

I declare that I have explained the contents of the application for a Long-Term Visit Pass and this Declaration Form to the foreigner, work pass candidate/holder and the local sponsor.

I declare that the information in this Application for a Long-Term Visit Pass, Declaration Form and any appeals are, to the best of my knowledge, true and correct; and that all documents submitted in support for this Application, Declaration Form and any appeals, are true copies of the originals.

<b>Name of Employment Agency</b>	<b>Licence Number</b>
	<b>Unique Entity Number (UEN)</b>
<b>Name of Employment Agency Personnel</b>	<b>Signature of Employment Agency Personnel</b>
<b>Personnel Number</b>	<b>Date (DD/MM/YYYY)</b>

### Step 3 Pay the application fee

Pay the fee of \$105 for each application using the method you chose on Page 5:

### Step 4 Upload the completed application form and supporting documents

Upload the following documents at [www.mom.gov.sg/submit-dependants-of-ep-sponsorship](http://www.mom.gov.sg/submit-dependants-of-ep-sponsorship)

- Original signed application form (as a PDF file)
- Screenshot of banking page and foreigner's travel document (as 1 PDF or JPG file, cannot exceed 1 MB)
- Remaining supporting documents listed on Page 1 (as 1 PDF file, cannot exceed 3 MB)