Application for a foreign domestic helper work permit

Use this form to apply for a work permit for a foreign domestic worker

If you have never employed a domestic helper before
You will need to complete the Employer’s Orientation Programme first. Go to mom.gov.sg > Work passes and permits > Work permit for a foreign domestic worker > Eligibility and requirements > Employer’s Orientation Programme (EOP).

⚠️ SORRY, WE CANNOT ACCEPT APPLICATIONS:
- For an FDW who has less than 8 years of formal education (unless she has previously worked in Singapore)
- For an FDW who is aged 50 and above or under 23
- For an FDW who is related to you
- For a male FDW
- If you have been diagnosed with Alzheimer, Dementia or Schizophrenia

The process is quicker if you use the new online FDW service
MOM has built a new online system (https://services.mom.gov.sg/workpass)
You can use the new FDW system if you have a SINGPASS.

If you use the new FDW service, we can process your application within 1 week for most cases.

Applications submitted through SingPost will take about 3 weeks.
When you use the new FDW service, you can see the outcome online. If you use SingPost, it'll take longer since we'll post the outcome to you.

However you apply, it costs $35.

Updated on 1 Sep 2019
Application for a foreign domestic helper work permit

Before you start
If you have all the right information on hand, this form should take between 10 and 20 minutes.

You will need:
- The helper’s (and any spouse’s) details such as personal particulars and passport information
- The employer’s (and any spouse’s) personal particulars, including income information
- Identity details for anyone else who lives at the employer’s address

Please submit copies of these documents with this application:
1. A copy of the employer’s Identity Card (for Singaporeans / Malaysians)
2. A copy of the employer’s passport and Employment/Dependant’s Pass (for foreigners)
3. A copy of the employer’s Long-Term Visit Pass (LTVP) and the employer’s child’s Birth Certificate/Student Pass (for LTVP holders)
4. Supporting documents to prove the employer’s (and any spouse’s) income. Alternatively, the employer can give their consent to allow MOM to verify their income with IRAS (page 8).
5. A copy of the foreign domestic helper’s passport/travel document
6. A copy of the foreign domestic helper’s Identity Card (for Malaysians)
7. A copy of the foreign domestic helper’s SPM certificate (for Malaysians with SPM)
8. A copy of the employer’s children’s Birth Certificates and/or parents’/parent-in-laws’ Identity Cards and employer’s/spouse’s Birth Certificates (applicable if the employer is applying for an additional domestic worker).
9. The attached GIRO form if the employer has not made prior arrangements for the payment of levy (The Foreign Worker levy must be paid using GIRO)

If the employer is unable to produce any of the supporting documents, please tell us why in writing.

Special circumstances
One of the main ways MOM assesses applications is by income. But there are special circumstances where people with a low (or no) income can still apply (If they are a Singapore Citizen/PR). Please complete the relevant parts of the form based on the type of application the employer is making.

PART A
For everyone to complete

PART B (Sponsorship)
If the employer is over 60 years old, have no income and there are no working adults living with them

The sponsor may be the employer’s:
- Children/children’s spouse
- Grandchildren/grandchildren’s spouse
- Siblings

The application will be assessed based on the total income of the sponsors. Read and complete Part B together with Part A.

PART C (Joint)
If the employer is combining their income with an immediate family member (other than their spouse) living with them

The employer can combine their income with only one other family member. Of the two, the person earning the higher income must be the employer while the other will be the joint applicant. Read and complete Part C together with Part A.

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Application for a foreign domestic helper work permit

PART A

Is the employer applying for a new helper or a replacement?  □ New  □ Replacement

About the helper

<table>
<thead>
<tr>
<th>Full name:</th>
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<table>
<thead>
<tr>
<th>FIN (if any):</th>
<th>Work Permit no. (if any):</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Passport no.:</th>
<th>Passport expiry date (dd/mm/yyyy):</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Gender (tick one):</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Female</td>
</tr>
<tr>
<td>□ Male</td>
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</table>

<table>
<thead>
<tr>
<th>Immigration pass type (tick one):</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Not in Singapore yet</td>
</tr>
<tr>
<td>□ Social visit pass</td>
</tr>
<tr>
<td>□ Special pass</td>
</tr>
<tr>
<td>□ Work pass (includes WP, EP, PEP, and S Pass)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of birth (dd/mm/yyyy):</th>
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</table>

<table>
<thead>
<tr>
<th>Country/Region of birth:</th>
<th>State/Province of birth:</th>
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<table>
<thead>
<tr>
<th>Nationality:</th>
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</table>

<table>
<thead>
<tr>
<th>State/Province where helper was granted her citizenship:</th>
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</table>

If the helper is Malaysian, please also tell us the details of her identity card (tick one):

<table>
<thead>
<tr>
<th>□ Malaysia Pink</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Malaysia Blue</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Malaysian identity card no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
## PART A

### Religion (tick one):
- [ ] Buddhist
- [ ] Christian
- [ ] Free Thinker
- [ ] Hindu
- [ ] Muslim
- [ ] Other
- [ ] Sikh
- [ ] Unknown

### Ethnic group (tick one):
- [ ] Chinese
- [ ] Filipino
- [ ] Indian
- [ ] Indonesian
- [ ] Malay
- Others (please specify): ____________________________

### Does the helper have 8 years of formal education (tick one):
- [ ] Yes
- [ ] No

### Highest educational level (tick one):
- [ ] No formal education
- [ ] Primary
- [ ] Secondary (without SPM or GCE ‘O’ Level)
- [ ] Secondary (with SPM or GCE ‘O’ Level)
- [ ] Post-secondary and above

### Marital status (tick one):
- [ ] Single
- [ ] Divorced
- [ ] Widowed
- [ ] Separated
- [ ] Married

If the helper is married to a Singapore Citizen or Singapore Permanent Resident, please fill in her spouse’s details.

#### Spouse’s name:

#### Spouse’s NRIC:

#### Date of marriage (dd/mm/yyyy):

#### Helper’s monthly salary:

#### Rest days per month:

#### Fee to be paid to Employment Agent by the helper:
# Application for a foreign domestic helper work permit

## PART A

### About the employer

**Full name:**

- [ ] Female
- [ ] Male

**Gender (tick one):**

**Date of birth (dd/mm/yyyy):**

**Nationality:**

**Residential status (tick one):**

- [ ] Singapore Citizen
- [ ] Permanent Resident
- [ ] Long-Term Visit Pass (LTVP)
- [ ] Employment or S Pass
- [ ] Dependant’s Pass
- [ ] Diplomat
- [ ] Others

**NRIC (if any):**

**FIN (if any):**

**Passport no.:**

**Passport expiry date (dd/mm/yyyy):**

If the employer is a diplomat, please fill in their diplomatic status details.

**Occupation (tick one):**

- [ ] Head of foreign mission
- [ ] Foreign diplomatic personnel
- [ ] Long-Term Visit Pass (LTVP)

**Diplomat ID no.:**

**Diplomat ID card expiry date:**

**Housing type (tick one):**

- [ ] Landed property
- [ ] Non-HDB public flat / apartment
- [ ] Shop house
- [ ] Private flat / apartment
- [ ] HDB (1-room)
- [ ] HDB (2-room)
- [ ] HUDC
- [ ] HDB (3-room)
- [ ] HDB (4-room)
- [ ] HDB (5-room)
- [ ] Others

**Marital status (tick one):**

- [ ] Single
- [ ] Divorced
- [ ] Widowed
- [ ] Separated
- [ ] Married
## PART A

If the employer is married, please complete this section.

**Was the marriage registered in Singapore?** (tick one):
- [ ] Yes
- [ ] No

**Spouse’s full name:**

<table>
<thead>
<tr>
<th>Name</th>
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</table>

**Spouse’s gender** (tick one):
- [ ] Female
- [ ] Male

**Spouse’s date of birth** (dd/mm/yyyy):

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

**Spouse’s nationality:**

<table>
<thead>
<tr>
<th>Nationality</th>
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</table>

**Spouse’s residential status** (tick one):
- [ ] Singapore Citizen
- [ ] Permanent Resident
- [ ] Long-Term Visit Pass (LTVP)
- [ ] Employment or S Pass
- [ ] Dependant’s Pass
- [ ] Diplomat
- [ ] Others

**Spouse’s NRIC** (if any):

<table>
<thead>
<tr>
<th>NRIC</th>
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**Spouse’s FIN** (if any):

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<tr>
<th>FIN</th>
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**Passport no.**

<table>
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<tr>
<th>Passport no.</th>
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**Passport expiry date** (dd/mm/yyyy):

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<thead>
<tr>
<th>Date</th>
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</table>

If the employer’s spouse is a diplomat, please fill their details.

**Occupation** (tick one):
- [ ] Head of foreign mission
- [ ] Foreign diplomatic personnel
- [ ] Long-Term Visit Pass (LTVP)

**Diplomat ID no.**

<table>
<thead>
<tr>
<th>ID no.</th>
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**Diplomat card expiry date**:

<table>
<thead>
<tr>
<th>Date</th>
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</tbody>
</table>
PART A

Employer’s contact details

Mobile no.: +65

Email:

Residential address:

Postal Code

Household details

For us to assess the employer’s eligibility for levy concession, please list all the people who are staying in the employer’s house, excluding the employer and spouse. If the employer is eligible, the concession will take effect automatically.

<table>
<thead>
<tr>
<th>Full name</th>
<th>FIN, Passport, Birth certificate or NRIC no.</th>
<th>Date of birth (dd/mm/yyyy)</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Non-family members staying with the employer

<table>
<thead>
<tr>
<th>Full name</th>
<th>FIN, Passport, Birth certificate or NRIC no.</th>
<th>Date of birth (dd/mm/yyyy)</th>
<th>Relationship</th>
<th>Will the helper(s) be providing caregiver assistance to this person? (circle accordingly)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes / No</td>
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<td>Yes / No</td>
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<td></td>
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<td></td>
<td></td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes / No</td>
</tr>
</tbody>
</table>
PART A

Income details

Please fill in 1, 2 or 3 to tell us about the employer’s income. If the employer is applying under the Sponsorship or Joint Applicant Scheme, leave this section blank and tell us the income details under Part B and C respectively.

1. Employer’s monthly income: 

2. Employer’s spouse’s monthly income: 

3. Employer and their spouse’s combined monthly income range: 

Has the employer and/or their spouse worked in Singapore for the last 2 years? (tick one):

- Yes
- No

What income proof do the employer and/or their spouse want to provide? (tick one):

- Notice of assessment (NOA)
- Employer letter & CPF statements, overseas income tax, or any other documents to show that the employer can afford to maintain the helper
- Allow MOM to verify the employer’s income and/or their spouse’s income with IRAS. Please provide us with:
  - Employer’s Singapore Tax Reference No.:
  - Employer’s spouse’s Singapore Tax Reference No.:
### Declaration by employer

**Conditions and regulatory conditions of work permit applicable to the employer of the foreign domestic worker**

I declare that:

1. I do not have medical condition(s) that will impair my ability to supervise and ensure the well-being of my foreign domestic worker.

2. I have read and understood the applicable conditions and regulatory conditions of work permit set out in the Employment of Foreign Manpower (Work Passes) Regulations c 91A, available at www.mom.gov.sg.

3. In order for MOM to assess my application, I consent to the Government of Singapore and statutory authorities to getting from and verifying information with any person, organisation or any other source. Further, I consent to the information obtained in this process to be released to the Government of Singapore, its statutory authorities and their authorised agents.

4. To the best of my knowledge, the foreign domestic worker (if she has not worked as a foreign domestic worker or confinement nanny in Singapore before) has had a minimum of eight years of formal education and has educational certificates as documentary proof of this.

5. I have obtained written consent from the foreign domestic worker to perform this transaction. I will produce this consent when requested by the authority.

6. I consent to the Ministry of Manpower displaying work pass details when the foreign domestic worker's work pass card is scanned using the Ministry of Manpower’s work pass mobile application.

7. I am not related to the foreign domestic worker.

8. I **have** / **have not** used the services of an Employment Agency based in Singapore for the recruitment and/or application of a work permit for this foreign domestic worker. (If applicable: Employment Agency Licence No. ______________________. Please also ensure that the Employment Agency completes "Declaration by Employment Agency").

9. The information in this application and any appeals I have made in relation to this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application and any appeals made in relation to the application, are true copies of the authentic documents.

<table>
<thead>
<tr>
<th>Name of employer</th>
<th>NRIC/Passport number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature of employer</strong></td>
<td><strong>Date (DD-MM-YYYY)</strong></td>
</tr>
</tbody>
</table>

### Declaration by current employer whose foreign domestic worker is applying for a change of employer

I, ________________________________ (Name of Current Employer) of NRIC / Passport No. ________________________________ agree to release my foreign domestic worker named above to the prospective employer, ________________________________ (Name of Prospective Employer).

Until the transfer is successful, I remain responsible for this foreign domestic worker. In the meantime, if the work permit of this foreign domestic worker is expiring, I will either apply to extend her work permit or send her back to her home country.

| **Signature of current employer** | **Date (DD-MM-YYYY)** |
Application for a foreign domestic helper work permit

Declaration by Employment Agency

This declaration must be completed by the Employment Agency or intermediary who is making the application on behalf of the employer.

I declare that:

1. I am the Employment Agency personnel handling this application.

2. To the best of my knowledge, the foreign domestic worker (if she has not worked as a foreign domestic worker or confinement nanny in Singapore before) has had a minimum of eight years of formal education and has educational certificates as documentary proof of this.

3. I have obtained written consent from the employer and foreign domestic worker to perform this transaction. I will produce this consent when requested by the authority.

4. I have explained the contents of the application and the applicable conditions and regulatory conditions of this work permit, as set out in the Employment of Foreign Manpower (Work Passes) Regulations c 91A, to the foreign employee and the employer.

5. The information in this application and any appeals I have made in relation to this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application and any appeals made in relation to the application, are true copies of the authentic documents.

Name of Employment Agency personnel

Employment Agency personnel number

Contact no. of Employment Agency personnel

Signature of Employment Agency personnel

Date (DD-MM-YYYY):

Employment Agency licence no.
PART B

Fill in the details of the sponsors (and/or their spouse) below and ask them to sign the declaration. Please also complete Part A of the application form. Note that the section “Sponsor Income Details” should be completed with the sponsor’s income, not the employer’s. MOM can only consider two incomes, but they can be any of the employer’s children/grandchildren/siblings or their partners.

Please also submit copies of these additional documents with this application:
1. The sponsors’ NRIC
2. Supporting documents to prove their income

<table>
<thead>
<tr>
<th>Sponsor income details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please use 1 or 2 to tell us about the sponsor’s income.</td>
</tr>
<tr>
<td>1. The sponsor’s monthly income range:</td>
</tr>
<tr>
<td>2. The sponsors’ combined monthly income range:</td>
</tr>
<tr>
<td>Have the sponsor(s) worked in Singapore for the last 2 years? (tick one):</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
<tr>
<td>What income proof do the sponsor(s) want to provide? (tick one):</td>
</tr>
<tr>
<td>☐ Notice of assessment (NOA)</td>
</tr>
<tr>
<td>☐ Employer letter &amp; CPF statements, overseas income tax, or any other documents to show that they can afford to maintain the helper</td>
</tr>
<tr>
<td>☐ Allow MOM to verify the sponsor(s’) income with IRAS. Please provide us with:</td>
</tr>
<tr>
<td>• Sponsor 1’s Singapore Tax Reference No.:</td>
</tr>
<tr>
<td>• Sponsor 2’s Singapore Tax Reference No.:</td>
</tr>
</tbody>
</table>
PART B

About sponsor one

Relationship with the employer:

Full name:

Gender (tick one):

Female

Male

Date of birth (dd/mm/yyyy):

NRIC (if any):

Nationality:

Residential status (tick one):

Singapore Citizen

Permanent Resident

Residential address:

Postal Code

Marital status (tick one):

Single

Divorced

Widowed

Separated

Married
PART B

If sponsor 1 is married, please complete this section.

Was the marriage registered in Singapore? (tick one):

- Yes
- No

**Spouse’s full name:**

**Spouse’s gender** (tick one):

- Female
- Male

**Spouse’s date of birth** (dd/mm/yyyy):

**Spouse’s NRIC (if any):**

**Spouse’s FIN (if any):**

**Passport no.:**

**Passport expiry date** (dd/mm/yyyy):

**Spouse’s nationality:**

**Spouse’s residential status** (tick one):

- Singapore Citizen
- Permanent Resident
- Long-Term Visit Pass (LTVP)
- Employment or S Pass
- Dependant’s Pass
- Diplomat
- Others

**Sponsor 1’s contact details**

**Mobile no.:**

+ 6 5

**Email:**

**Residential address:**

**Postal Code**
## PART B

### About sponsor 2 (if any)

**Relationship with the employer:**


**Full name:**


**Gender (tick one):**

- [x] Female
- [ ] Male

**Date of birth (dd/mm/yyyy):**


**NRIC (if any):**


**Nationality:**


**Residential status (tick one):**

- [ ] Singapore Citizen
- [ ] Permanent Resident

**Residential address:**


**Postal Code**


**Marital status (tick one):**

- [ ] Single
- [ ] Divorced
- [ ] Widowed
- [ ] Separated
- [ ] Married
### PART B

If sponsor 2 is married, please complete this section.

**Was the marriage registered in Singapore? (tick one):**
- [ ] Yes
- [x] No

**Spouse’s full name:**

**Spouse’s gender (tick one):**
- [ ] Female
- [x] Male

**Spouse’s date of birth (dd/mm/yyyy):**

**Spouse’s NRIC (if any):**

**Spouse’s FIN (if any):**

**Passport no.:**

**Passport expiry date (dd/mm/yyyy):**

**Spouse’s nationality:**

**Spouse’s residential status (tick one):**
- [ ] Singapore Citizen
- [ ] Permanent Resident
- [ ] Long-Term Visit Pass (LTVP)
- [ ] Employment or S Pass
- [ ] Dependant’s Pass
- [ ] Diplomat
- [x] Others

**Sponsor 2’s contact details**

**Mobile no.:**

**Email:**

**Residential address:**

**Postal Code**
## Application for a foreign domestic helper work permit

### Declaration by sponsor(s)

I/We declare that:

1. I/We are responsible for the upkeep, maintenance and well-being of the foreign domestic worker.
2. I/We remain responsible for this foreign domestic worker as long as we remain sponsor(s).
3. If I/we apply for a new foreign domestic worker, MOM will take into consideration our existing responsibilities for the foreign domestic worker.
4. I/We must pay the foreign domestic worker levy and all other employment related expenses on behalf of ____________________________ (Name of employer), for as long as we remain sponsor(s).

<table>
<thead>
<tr>
<th>Name of sponsor 1</th>
<th>Name of sponsor 2</th>
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</table>

<table>
<thead>
<tr>
<th>NRIC/Passport number of sponsor 1</th>
<th>NRIC/Passport number of sponsor 2</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Signature of sponsor 1</th>
<th>Signature of sponsor 2</th>
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</table>

Date (DD-MM-YYYY)
PART C

Fill in the details of the joint applicant and ask them to sign the declaration. Please also complete Part A of the application form. Note that the section “Income details” should be completed with the total of the employer’s and the joint applicant’s income. Of the two, the person earning the higher income must be the employer while the other will be the joint applicant.

Please also submit copies of these additional documents with the application:
1. The joint applicant’s NRIC
2. Supporting documents to prove their income

<table>
<thead>
<tr>
<th>Joint applicant Income details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer and the joint applicant’s combined monthly income range:</td>
</tr>
</tbody>
</table>

Have the employer and the joint applicant worked in Singapore for the last 2 years? (tick one):
- Yes
- No

What income proof do the employer and the joint applicant want to provide? (tick one):
- Notice of assessment (NOA)
- Employer letter & CPF statements, overseas income tax, or any other documents to show that they can afford to maintain the helper
- Allow MOM to verify the employer and the joint applicant’s income with IRAS. Please provide us with:
  - The employer’s Singapore Tax Reference No.:
  - The joint applicant’s Singapore Tax Reference No.
About the joint applicant

Relationship with the employer:

Full name:

Gender (tick one):
☐ Female ☐ Male

Date of birth (dd/mm/yyyy):

NRIC (if any):

Nationality:

Residential status (tick one):
☐ Singapore Citizen ☐ Permanent Resident

Residential address:

Postal Code

Marital status (tick one):
☐ Single ☐ Divorced ☐ Widowed ☐ Separated ☐ Married
If the joint applicant is married, please complete this section.

Was the marriage registered in Singapore? (tick one):

- [ ] Yes
- [x] No

Spouse’s full name:

Spouse’s gender (tick one):

- [ ] Female
- [ ] Male

Spouse’s date of birth (dd/mm/yyyy):

Spouse’s NRIC (if any):

Spouse’s FIN (if any):

Passport no.:

Passport expiry date (dd/mm/yyyy):

Spouse’s nationality:

Spouse’s residential status (tick one):

- [ ] Singapore Citizen
- [ ] Permanent Resident
- [ ] Long-Term Visit Pass (LTVP)
- [ ] Employment or S Pass
- [ ] Dependant’s Pass
- [ ] Diplomat
- [ ] Others
### Declaration by joint applicant

I declare that:

1. I am responsible for the upkeep, maintenance and well-being of the foreign domestic worker.
2. I remain responsible for this foreign domestic worker as long as I remain a joint applicant.
3. If I apply for a new foreign domestic worker, MOM will take into consideration my existing responsibilities for the foreign domestic worker.
4. I must pay the foreign domestic worker levy and all other employment related expenses, for as long as I remain a joint applicant.

<table>
<thead>
<tr>
<th>Name of joint applicant</th>
<th>NRIC/Passport number</th>
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<tbody>
<tr>
<td>Signature of joint applicant</td>
<td>Date (DD-MM-YYYY)</td>
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