

Documents Required for Work Pass Applications

For non-English documents, you must upload the original document and an English translation. The translation can be done by a translation service provider.

Besides the supporting documents listed here, we may ask for other documents when we review your application. If you are asked for the verification proof of your candidate's qualifications, you can get it from a [background screening company](#). Alternatively, if the educational institute has an online instant verification portal, you can submit the screenshot and web page address showing the verification result.

Pass Type Applied For	Supporting Documents you may be required to Upload	Additional Notes		
Employment Pass (EP) / S Pass	(a) Travel Document Page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any. The photograph should show the facial features clearly. (b) Educational Certificates (c) Registration or Support Letters from the relevant Vetting Agency/ Professional Body/ Accreditation Agency, if support from them has been declared in the application.	For item (b) For diploma and above qualifications from India or China, besides the educational certificates, you may need to upload these documents: - India: Transcripts and marksheets. - China: Verification proof. You can get the verification proof directly in English from any one of these verification channels: 1. Center for Student Services and Development (Formerly known as China Higher Education Student Information) 2. Background screening companies Education certificates certified by a notary public are not accepted as a form of verification proof. For item (c) The regulatory and registration agencies/bodies referred to are: <table><tr><td> - Singapore Food Agency: Foodshop/foodstall licence - Singapore Medical Council - Singapore Dental Council - Singapore Nursing Board - Singapore Pharmacy Council - Legal Services Regulatory Authority </td><td> - Allied Health Professions Council - Sport Singapore - Enterprise Singapore - Traditional Chinese Medicine Practitioners Board - Unit for Prehospital Emergency Care </td></tr></table>	- Singapore Food Agency: Foodshop/foodstall licence - Singapore Medical Council - Singapore Dental Council - Singapore Nursing Board - Singapore Pharmacy Council - Legal Services Regulatory Authority	- Allied Health Professions Council - Sport Singapore - Enterprise Singapore - Traditional Chinese Medicine Practitioners Board - Unit for Prehospital Emergency Care
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Dependant's Pass (DP)	(a) Travel Document Page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any. The photograph should show the facial features clearly. (b) Documentary proof of the relationship between the Main Pass Holder and the following DP applicant: <table><tr><th>Relationship</th><th>Documentary Proof</th></tr><tr><td>Spouse</td><td>Marriage Certificate</td></tr><tr><td>Child</td><td>Birth Certificate</td></tr><tr><td>Adopted Child</td><td>Official Adoption Papers</td></tr></table>	Relationship	Documentary Proof	Spouse	Marriage Certificate	Child	Birth Certificate	Adopted Child	Official Adoption Papers			
Relationship	Documentary Proof											
Spouse	Marriage Certificate											
Child	Birth Certificate											
Adopted Child	Official Adoption Papers											
Long Term Visit Pass (LTVP)	(a) Travel Document Page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any. The photograph should show the facial features clearly. (b) Documentary proof of the relationship between the Main Pass Holder and the following LTVP applicant: <table><tr><th>Relationship</th><th>Documentary Proof</th></tr><tr><td>Common Law Spouse</td><td> - A copy of the common-law marriage certificate; or - A letter from the embassy acknowledging that the main pass holder and spouse are in a common-law relationship under the laws of their country; or - An affidavit from the main pass holder declaring that he/she and spouse are in a common-law relationship under the laws of their country. The affidavit must also be notarised in that same country. </td></tr><tr><td>Unmarried stepchildren under 21 years of age</td><td> - A copy of the court order on the child's custody - A letter from the other biological parent stating there is no objection to bringing the child to Singapore. </td></tr><tr><td>Unmarried handicapped children above 21 years of age</td><td>A letter or report from a medical practitioner on the child's condition.</td></tr><tr><td>Parent</td><td>A copy of the main pass holder's birth certificate which states the names of the parents</td></tr></table>	Relationship	Documentary Proof	Common Law Spouse	- A copy of the common-law marriage certificate; or - A letter from the embassy acknowledging that the main pass holder and spouse are in a common-law relationship under the laws of their country; or - An affidavit from the main pass holder declaring that he/she and spouse are in a common-law relationship under the laws of their country. The affidavit must also be notarised in that same country.	Unmarried stepchildren under 21 years of age	- A copy of the court order on the child's custody - A letter from the other biological parent stating there is no objection to bringing the child to Singapore.	Unmarried handicapped children above 21 years of age	A letter or report from a medical practitioner on the child's condition.	Parent	A copy of the main pass holder's birth certificate which states the names of the parents	
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Training Employment Pass (TEP)	(a) Travel Document Page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any. The photograph should show the facial features clearly. (b) Educational Certificates (c) Detailed Training Programme stating the employing company name, training objective and duration of training. (d) Support Letters from Education Institution stating that the training is part of the Degree/Diploma program (for applicants on training attachments as part of their undergraduate degree program). (e) Registration or Support Letters from the relevant Vetting Agency/ Professional Body/ Accreditation Agency, if support from them has been declared in the application.	For item (b) For diploma and above qualifications from India or China, besides the educational certificates, you may need to upload these documents: - India: Transcripts and marksheets. - China: Verification proof. You can get the verification proof directly in English from any one of these verification channels: Center for Student Services and Development (Formerly known as China Higher Education Student Information) Background screening companies Education certificates certified by a notary public are not accepted as a form of verification proof. - If the applicant has not yet completed the educational course, please upload a letter from the educational institution confirming that this applicant is currently pursuing the said course in their school. For item (e) The regulatory and registration agencies/bodies referred to are: <table><tr><td> • Singapore Food Agency: Foodshop/foodstall licence • Singapore Medical Council • Singapore Dental Council • Singapore Nursing Board • Singapore Pharmacy Council • Legal Services Regulatory Authority </td><td> • Allied Health Professions Council • Sport Singapore • Enterprise Singapore • Traditional Chinese Medicine Practitioners Board • Unit for Prehospital Emergency </td></tr></table>	• Singapore Food Agency: Foodshop/foodstall licence • Singapore Medical Council • Singapore Dental Council • Singapore Nursing Board • Singapore Pharmacy Council • Legal Services Regulatory Authority	• Allied Health Professions Council • Sport Singapore • Enterprise Singapore • Traditional Chinese Medicine Practitioners Board • Unit for Prehospital Emergency
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Letter of Consent (LOC)	(a) Registration or Support Letters from the relevant Vetting Agency/ Professional Body/ Accreditation Agency, if support from them has been declared in the application. (b) Declaration Form for a Letter of Consent. This must be signed by the applicant and the employer, as well as the employment agent (if applicable). Note: You can get this form only at the Confirmation page before you submit the application on EPOL.	For item (a) The regulatory and registration agencies/bodies referred to are: <table><tr><td> • Singapore Food Agency: Foodshop/foodstall licence • Singapore Medical Council • Singapore Dental Council • Singapore Nursing Board • Singapore Pharmacy Council • Legal Services Regulatory Authority </td><td> • Allied Health Professions Council • Sport Singapore • Enterprise Singapore • Traditional Chinese Medicine Practitioners Board • Unit for Prehospital Emergency </td></tr></table>	• Singapore Food Agency: Foodshop/foodstall licence • Singapore Medical Council • Singapore Dental Council • Singapore Nursing Board • Singapore Pharmacy Council • Legal Services Regulatory Authority	• Allied Health Professions Council • Sport Singapore • Enterprise Singapore • Traditional Chinese Medicine Practitioners Board • Unit for Prehospital Emergency
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