



## Dependant's Pass Application Form (Form 12)

For dependants of Employment Pass (Sponsorship),  
Personalised Employment Pass (PEP) or EntrePass applicants/holders only

This form may take 20 minutes.

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

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

**Step 2** Print out the application form and get it signed.

**Step 3** Pay the application fee using internet banking. Application fees are non-refundable.

**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 applicant'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 applicant is a/an	Additional documents required
Spouse	Marriage certificate
Unmarried child under 21 years old	<ul style="list-style-type: none"> <li>• Birth certificate stating the parents' names</li> <li>• <a href="#">Verification of Vaccination Requirements (for entry to Singapore)</a> document issued by the Health Promotion Board (HPB) if the applicant meets <u>all of these conditions</u>:               <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 DP – this includes those whose DPs have expired or been cancelled for more than 30 days.</li> </ul> </li> </ul>
Unmarried and legally adopted child under 21 years old	<ul style="list-style-type: none"> <li>• Adoption order or other relevant documents</li> <li>• <a href="#">Verification of Vaccination Requirements (for entry to Singapore)</a> document issued by the Health Promotion Board (HPB) if the applicant meets <u>all of these conditions</u>:               <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 DP – this includes those whose DPs have expired or been cancelled for more than 30 days.</li> </ul> </li> </ul>

**FORM 12**  
**IMMIGRATION ACT (CHAPTER 133)**  
**IMMIGRATION REGULATIONS**  
**APPLICATION FOR A DEPENDANT'S PASS (DP)**  
 FOR DEPENDANTS OF EMPLOYMENT PASS (SPONSORSHIP),  
 PERSONALISED EMPLOYMENT PASS OR ENTREPASS APPLICANTS/HOLDERS ONLY

**Step 1** Fill in the form in softcopy 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 Applicant/Holder**

Foreign Identification Number (FIN, if applicable)

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

Alias (only if it appears on the travel document)

Pass Type

**1B: Pass Declaration**

**Please enter the FIN/Work Permit/S Pass number if the DP applicant 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 Applicant/Holder**

Relationship

**PART 2 - APPLICANT'S PERSONAL INFORMATION****2A: Personal Particulars**

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

Country/Region of Birth

State/Province of Birth

Country/Region of Origin (where the person obtained his/her first citizenship 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

**PART 3 – APPLICANT'S EDUCATIONAL DETAILS****3A: Educational Details**

Highest Qualification Attained (e.g. No formal education, junior school, high school, bachelor's degree, doctorate)

Country of School

Name of School

**3B: Health Promotion Board's (HPB) Vaccination Requirements**

Only complete Part 3B if the applicant is a foreign-born child aged 12 years old and below, and applying for a new Dependant's Pass.

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

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

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

**NIR****-****PART 4 – OTHER INFORMATION****Has the applicant 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 Print out the form and get it signed by all parties

### PART 5 – DECLARATION BY APPLICANT

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

I confirm that the information as set out in Parts 1 – 3 and 4(a) – (j) were provided by me and that the said information is 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 Immune Deficiency Syndrome (AIDS) or infected with Human Immunodeficiency Virus (HIV) or tuberculosis. I acknowledge that during the period of validity of my Dependent Pass, if I am found to be suffering from AIDS or infected with HIV or Tuberculosis, the Dependant's Pass issued to me will be cancelled and I will have to leave Singapore by the date specified by the Controller of Immigration.

I understand that I may be subject to prosecution if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any material particular.

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.

With reference to my application for Dependant's Pass and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organization or any other source for assessing my application.

I understand that a SingPass will help me to access Government e-services in Singapore and I give my consent to the Ministry of Manpower to share my personal details with the SingPass issuing agency. This allows me to apply for a SingPass account at a later time if I am eligible for a SingPass.

**Applicant's name** (generated from Part 2A)

**Applicant's signature**

**Date** (DD/MM/YYYY)

**PART 6 – DECLARATION BY LOCAL SPONSOR**

Only complete Part 6 if the applicant is a dependant of an Employment Pass (Sponsorship) applicant/holder.

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant. The statements made by the applicant in this application are to the best of our knowledge true. We 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 applicant.

We shall keep copies of the documents/ certificates showing the relationship between the main Pass Holder and the applicant for as long as the main Pass Holder is in my employment. We 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.

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

<b>Name of sponsor company</b> (must be the same one that sponsored the work pass applicant/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 APPLICANT/HOLDER IN SUPPORT OF APPLICATION FOR A DEPENDANT'S PASS**

I, the undersigned, in my capacity as \_\_\_\_\_ sponsor this application for a Dependant's Pass.

*(generated from relationship in Part 1D)*

I hereby certify that the application of the above applicant for a Dependant's Pass(es) is/are to accompany me in Singapore and that the statements made by applicant in this application are true. I also undertake to ensure the compliance by the applicant of any quarantine and medical surveillance imposed on the applicant under regulation 8 (2A) of the Immigration Regulation.

I undertake to bear responsibility for the applicant's upkeep and maintenance in Singapore.

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

**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 Dependant's Pass and this Declaration Form to the applicant, Work Pass applicant/holder and the local sponsor.

I declare that the information in this Application for a Dependant's 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</b> (DD/MM/YYYY)

**Step 3 Pay the application fee using internet banking**

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 using the respective links below:

- Original signed application form (as a PDF file)
- Screenshot of banking page and applicant'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)

For dependants of:	Links to upload the documents:
Employment Pass (Sponsorship) applicants/holders	<a href="http://www.mom.gov.sg/submit-dependants-of-ep-sponsorship">www.mom.gov.sg/submit-dependants-of-ep-sponsorship</a>
EntrePass or Personalised Employment Pass applicants/holders	<ul style="list-style-type: none"> <li>• If you have a SingPass: <a href="http://www.mom.gov.sg/submit-dependants-of-entrepass-pep">www.mom.gov.sg/submit-dependants-of-entrepass-pep</a></li> <li>• If you do not have a SingPass: <a href="http://www.mom.gov.sg/submit-dependants-of-entrepass-pep-no-login">www.mom.gov.sg/submit-dependants-of-entrepass-pep-no-login</a></li> </ul>