

### Form 30

#### APPLICATION FOR RECORDS OF CRIMINAL PROCEEDINGS

Name of Applicant / Solicitor's Firm : .....		Date of Application
NRIC No. : .....		Solicitor Acting For :- (✓ where applicable)
Address : .....		<input type="checkbox"/> Complainant
		<input type="checkbox"/> Respondent
		<input type="checkbox"/> Others: .....
		(please specify)
File Reference No: .....	Email: .....	
Telephone No: .....	Facsimile No: .....	

#### DOCUMENTS APPLIED FOR

**NRIC/ Name of Accused / Complainant / Respondent / Deceased:**

Case No: .....  
(Please specify Case Reference No.)

DAC/MAC No(s): .....

Coroner's Inquiry No: .....

Others: .....  
(please specify)

Type of Document (✓ where applicable)

- ☐ Charges
- ☐ Complaint Form
- ☐ Notes of Evidence: .....  
(please specify hearing dates)
- ☐ Registrar's Certificate and charges
- [Please note that this certificate can only be issued together with the charges, which will be charged separately]
- ☐ Statement of Facts
- ☐ Others: .....  
(please specify)

**Reasons For Application (please elaborate)**

**Reasons For Application (✓ where applicable)**

- ☐ Misplaced Original Copy of the Order/Charge/Others
- ☐ To seek legal advice/ representation
- ☐ For reference
- ☐ Others : .....  
(please specify)

- (1) I understand that I am to pay the required fees for the above in accordance with regulation 2(1)(a) (ii), and 2(2) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013 or paragraph 3 of the Fees (State Courts – Criminal Jurisdiction) Order 2014, as applicable, upon submission of the application Form. I also understand that the document(s) applied for can only be collected after the stipulated payment has been made.
- (2) I also understand that the Court, upon approval of the application, will only release the document(s) applied for to parties named in the action or their solicitors.
- (3) I also understand that my application will be deemed as lapsed if the document(s) applied for is/are not collected within 21 days from the date I am informed on the availability thereof. I also understand that I am required to provide a **Letter of Authorisation** for another person to collect the requested document(s) on my behalf if I am unable to collect them personally.

Signature of Applicant

Date

#### FOR OFFICIAL USE ONLY

The application is: ☐ Approved ☐ Not approved  
(✓ where applicable) Reasons for rejection (where applicable):

Name and Signature of District Judge/Magistrate/Deputy Registrar

- Total Fees payable : .....
- Minimum Fees payable (\$15 x no. of document types applied): .....
- Paid on: ..... Receipt No: .....

No. of documents collected:

No. of Pages:

Document(s) collected by:

- Balance Fees payable (\$0.50 per page, where applicable): \_\_\_\_\_
- Paid on: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Name & Signature of Collector  
NRIC/Passport/ FIN No:  
Date:

**Collection Time: Mondays to Fridays – 9:00 am to 12:30 pm & 2:00 pm to 5:00 pm**

1. All requests for copies of the records of any criminal proceedings are subject to the approval of the Court.
2. Once the request has been approved and the applicant has been informed on the availability of the requested document(s) and the cost (where applicable), the said documents will be available for collection for a period of 21 days. Any document(s) not collected within the stipulated period will be destroyed and a fresh request must be submitted thereafter if the applicant still requires the document(s).
3. An application for copies of the records of any criminal proceedings will only be processed after the stipulated payment has been made.

**Prescribed Fees**

4. The fees payable are as follows:

Document Type	Fee Amount	Remarks
Registrar's Certificate <sup>1</sup> and charges	\$35, payable upon application. (This includes a fixed fee of \$20 for the Registrar's Certificate and a minimum fee of \$15 for charges.)	Payable upon Application <i>Note: An additional amount based on the number of pages for charges is payable before collection.</i>
All other documents (including a copy of any Judgment, Sentence, Order, Deposition or other part of the record of any criminal proceedings <sup>2</sup> )	\$5 for each type of document requested in the application and \$0.50 per page thereof, subject to a minimum of \$15 per document.	Minimum of \$15 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>
Application for an additional copy of the record of any criminal proceedings or the Grounds of Decision <sup>3</sup>	\$0.50 for each page thereof, subject to a minimum of \$10 for each copy of the record of proceedings and grounds of decision	Minimum of \$10 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>

**Refund of Fees Paid**

5. The \$5 application fee is non-refundable.
6. A refund of the minimum fee already collected will only be made through directly crediting the applicant's bank account. The applicant is required to furnish the bank account details.

**Payment Modes**

7. Local Applicants: Cash, NETS, local Solicitor's cheque, PayNow or Credit Card  
[For cheque payment, please make the cheque payable to "Registrar, State Courts" and indicate the Case Number at the back of the cheque]
8. Overseas Applicants: Telegraphic Transfer in Singapore Currency (payable to Registrar, State Courts)  
Payment due to State Courts excludes all bank charges  
[Note: The bank/agent charges are to be paid to the bank/agent directly which is different from the amount payable for the documents]

**Contact Us**

For enquiries pertaining to Court records, please email us at [contact@statecourts.gov.sg](mailto:contact@statecourts.gov.sg) or call us at (65) 6587 8423 for assistance.

<sup>1</sup> Pursuant to section 45A(4) of the Evidence Act 1893.

<sup>2</sup> Pursuant to paragraph 3 of the Fees (State Courts – Criminal Jurisdiction) Order 2014, and regulation 2(2) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013, read with section 426(1) of the Criminal Procedure Code 2010.

<sup>3</sup> Pursuant to regulation 2(1)(a)(ii) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013, read with section 377(6) of the Criminal Procedure Code 2010.