

GUIDE TO DEPENDANT'S PASS APPLICATION

This guide highlights the main requirements and steps involved for an Dependant's Pass (DP) application in Singapore.

1 OVERVIEW

Eligible Employment Pass (EP) and S Pass holders can bring their spouse or children to Singapore by applying for a Dependant's Pass (DP) for each family member. Only employers or authorised third parties can apply for a DP on behalf of the candidate.



2 ELIGIBILITY

An EP holder may apply a DP for their family if he/she is:

- An EP or S Pass holder.
- Earning a fixed monthly salary of at least \$6,000.
- Sponsored by an established, Singapore-registered company.



3 REQUIRED INFORMATION AND DOCUMENTS

Candidate:

- Copy of Travel Document

Legally Married Spouse:

- Copy of Marriage Certificate

Unmarried children under 21 years:

- Copy of Birth Certificate or Adoption Order
- Verification of Vaccination Requirements (for entry to Singapore) issued by Health Promotion Board (if applicable)

Note: Non-English documents must include an English translation completed by a translation service provider.



4 APPLICATION

Submit the application via myMOM Portal. The application fee is \$105 and application processing take about 3 weeks. Check application status and submit additional documents when requested.



5 REQUEST PASS ISSUANCE

Arrange for the DP holder to enter Singapore within the validity period of the in-principle approval letter.

Request for pass issuance after the DP holder arrives in Singapore. Have the following ready:

- Passport Details, Contact Details, Local Residential Address and Immigration Pass Details
- Immigration Document
- Card Delivery Details
- Signed Declaration Forms

The fee for pass issuance is \$225. An additional \$30 may apply for a Multiple Journey Visa.



6 WORK PASS CARD

Set a card registration appointment within the registration timeframe. The pass holder should bring along:

- Original Passport, Appointment Letter and Notification Letter

Upon successful registration, the long-term pass card should be delivered within 5 working days.



7 AFTER PASS ISSUANCE

Notify MOM of any changes or updates to the pass holder's details and where applicable:

- Renew the DP before pass expiry
- Cancel the DP if pass holder plans to leave Singapore

