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## Replace a Work Permit card

As an employer, you need to apply for a new Work Permit card for your worker within 1 week if it is lost, damaged or stolen.

### At a glance

<b>When to replace</b>	<p>If the card is lost, stolen or damaged, you must apply for a replacement within 1 week.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>For a stolen card, you must also file a police report.</li> <li>If your worker lost the card while overseas, you must inform us immediately. We will issue a letter for your worker to use when entering Singapore.</li> </ul>
<b>Who can apply</b>	Employer or appointed employment agent (EA).
<b>How much it costs</b>	<p>For a damaged card, the fee is \$60.</p> <p>For a lost card, the fee is \$100 for the first loss and \$300 for a subsequent loss.</p> <p>Fees are non-refundable.</p>
<b>How long it takes</b>	<p>Immediate for most cases</p> <p>Card collection: 4 working days after approval.</p>

#### Note:


- We may call you for an interview before we issue a new card, or if you lose your card repeatedly. The request to replace the card is subject to approval.
- If the lost card is found, please return it to us immediately by post: Ministry of Manpower, 18 Havelock Road, Singapore 059764.

### Apply for a replacement card

*When: Within 1 week of damage or loss*

*Processing time: Immediate for most cases*

To submit an application:

- Log in to  **WP Online** and apply.
- Pay the replacement fees using **GIRO**, or eNETS credit or debit.

- For a damaged card, the fee is \$60.
- For a lost card, the fee is \$100 for the first loss and \$300 for subsequent losses.
- Once you submit the request, no refund is allowed.

3. If the application is approved, **print the card replacement letter**. It will have instructions on collecting the replacement card.

## Collect the replacement card

*Processing time: 4 working days after approval*

The replacement card will be ready for collection 4 working days after your application is approved.

The worker can collect the card in person at  **MOM Services Centre - Hall C**. No appointment is needed.

The worker needs to bring along these documents:

- Original passport
  - Card replacement letter
  - The damaged card (if applicable)
  - Completed declaration form (for lost or stolen cards)
  - Police report (for stolen cards)
- Note:** Overseas police reports should be translated into English.

For lost or stolen cards, the worker must collect the replacement card **in person**.

For replacement of damaged cards, you can authorise someone to collect the card on the worker's behalf. Make sure the authorised person brings these along:

- Authorisation letter from your company
- NRIC, pass card or passport for verification
- The damaged card
- Worker's original passport
- Card replacement letter

### Tip

Download **SGWorkPass** to scan the QR code on your **Work Permit card**  to check status, expiry date and more.

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