

[Work passes](#) | [Employment practices](#) | [Workplace safety and health](#) | [Statistics and publications](#)

[eServices](#) | [Calculators](#) | [Forms](#) | [Newsroom](#)


Replace a Training Work Permit card

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

At a glance

When to replace	<p>If the Work Permit card is lost, stolen or damaged, you must apply for a replacement within 1 week.</p> <p>Note:</p> <ul style="list-style-type: none"> For a stolen card, you must also file a police report. 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.
Who can apply	Employer or appointed employment agent (EA).
How much it costs	<p>For a damaged card, the fee is \$60.</p> <p>For a lost card, the fee is:</p> <ul style="list-style-type: none"> \$100 for the first loss. \$300 for a subsequent loss. <p>Fees are non-refundable.</p>
How long it takes	<p>Immediate for most cases.</p> <p>Card collection: 4 working days after approval.</p>

Note:


- If your worker loses the Work Permit card repeatedly, you will need to  **[make an appointment](#)** to attend an interview with your worker. The card replacement application 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:

1. Log in to  **WP Online** and apply.
2. Pay the replacement fees. You can pay 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 request is approved, **print the card replacement letter**. It will have instructions on collecting the replacement card.

Collect the replacement card

When: 4 working days after approval

The replacement card will be ready for collection 4 working days after you apply.

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 to 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:

- An 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 QR code on your **new card**  to check status, expiry date and more.

