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Apply for a Work Permit for migrant domestic worker (MDW)




You can apply for a Work Permit for an **MDW** either on your own or through an **employment agency**. You also need to take certain steps to prepare for your MDW's arrival.

Already know the process?  [Log in to apply online](#).

At a glance

Who can apply	Employer, sponsor or authorised employment agent (EA).
How much it costs	<p>When you submit the application:</p> <ul style="list-style-type: none"> \$35 for each pass <p>When you get the pass issued:</p> <ul style="list-style-type: none"> \$35 for each pass
How long it takes	<ul style="list-style-type: none"> FDW eService: within 1 week, unless more information is required. Application form: within 3 weeks for most cases.
Related eServices	<ul style="list-style-type: none">  Apply, issue, renew, extend, cancel and reinstate Work Permit  Make an appointment  more eServices and forms


Note:

- Check with the helper's embassy on whether there are additional requirements for her to leave her country/region (e.g. visa or overseas government letter).
- If you are hiring a **second helper**, you need to meet **the criteria**.
- If you are hiring a **transfer helper**, find out **what you need to do**.
- If you are married, you and your spouse can combine your incomes when applying for a Work Permit.
- Low-income employers or senior citizens living alone may be able to **apply under a special scheme**.
- You can consider **part-time help with household chores** as an alternative to hiring a helper.
- Additional step for employment agencies:** Please get the employer's authorisation using our  **FDW eService** **before you can perform any transactions for them**. For more details, you can refer to **our FAQs**  and **infographic** .

How to apply

Step	Who does this	Result
<u>Submit an application</u>	Employer or EA	In-principle approval or rejection letter
<u>Prepare for MDW's arrival</u>	Employer or EA	Security bond, insurance, etc.
<u>Get the permit issued</u>	Employer or EA	Temporary Work Permit
<u>(If required) Register fingerprints and photo</u>	Candidate	Acknowledgment of card delivery
<u>Receive the card</u>	Employer or EA	Work Permit card

Submit an application

Employers with Singpass and employment agencies can apply using the  **FDW eService** for a faster outcome.

Otherwise, you can submit an application form online.



Submit using the FDW eService

Processing time: within 1 week. Some cases will take more time.

You will need this information for applying:

- Helper's passport details
- Your and your family members' personal particulars
- Your income information


To submit an application:


1. **Get a written consent from the helper** to apply for a Work Permit.
2.  **Log in to fill up the application.**
3. Pay \$35 for each application. You can pay by VISA, MasterCard or eNets Debit.
4.  **Log in to check the status of your application** after 1 week.

It takes about **1 week** to process the application. It may take longer if additional information is required. We will email you the application outcome.

Submit application form online





Note

This option is **only** for employers who cannot log in to our  **FDW eService** to submit a Work Permit application as they **do not have a Singpass**.

Employment agents are **not allowed** to use this option and must use our  **FDW eService** to submit all applications.

Processing time: within 3 weeks. Some cases will take more time.


To submit:

1. **Get a written consent from the helper** to apply for a Work Permit.
2. Download the **Work Permit application form (for online submission)** .
3. Complete the application form as a softcopy to get the bill reference number. Do not print the form out.
4. Pay the **\$35 fee for each application** by **PayNow**  or **FAST**  (Fast and Secure Transfers).
5.  **Submit your application online** and upload the following:
 - Completed application form
 - Screenshot of banking page confirming your payment
 - Supporting documents listed in the application form

It takes around **3 weeks** to process the application. It may take longer if additional information is required. We will email you the application outcome.

If your application is approved

We will email the in-principle approval (**IPA**) letter and declaration forms for you and your helper to sign.

Send your helper her copy of the IPA. She needs it to enter Singapore. If she needs more time to arrive, use our  **FDW eService** to extend her IPA validity.

Note

Make sure the helper's IPA particulars match her passport details. If you made an error (e.g. helper's name is incorrect), you need to **correct the error**. Otherwise, the helper will be denied entry into Singapore.

Prepare for MDW's arrival

You need to complete these steps to prepare for your helper's arrival in Singapore.

Before your helper arrives

Role	Responsibilities
Employer	<ol style="list-style-type: none"> 1. Ensure that your helper is fully vaccinated with WHO EUL vaccines to meet the <u>vaccination requirements for work passes</u>. 2. Buy a <u>security bond</u> for a non-Malaysian helper: <ul style="list-style-type: none"> • Please ensure your insurer sends us the security bond details. It takes up to 3 working days. <div style="border-left: 2px solid orange; padding-left: 10px; margin: 10px 0;"> <p>Tip</p> <p>If your insurer asks for your helper's FIN, you can find it on her in-principle approval letter.</p> </div> <ul style="list-style-type: none"> • The security bond must also take effect when she arrives. Otherwise, the immigration officer will not allow her to enter. We are unable to change the security bond effective date to allow her to enter Singapore, and you will have to send her home immediately. 3. Buy <u>medical and personal accident insurance</u> for her. 4. (Only for <u>first-time helpers</u>) Register her for the <u>Settling-In Programme (SIP)</u>.
Helper	<ol style="list-style-type: none"> 1. Print the in-principle approval (IPA) letter. She will need to show the IPA letter to the immigration officer upon arrival. 2. Ensure that she has been fully vaccinated with WHO EUL vaccines. 3. Ensure that she complies with the <u>latest travel requirements</u> ↗.

After your helper arrives

You need to:

1. (Only for **first-time helpers**) Send her for the SIP **within 7 days**, excluding Sunday and public holidays.
2. (Only for first-time helpers, including those transferring employers) Send her to a local **clinic** [↗](#) to **verify her overseas vaccination records**.
 - You are encouraged to arrange for your helper to update her vaccination records during her pre-employment medical examination. Please call the clinic first to check if they offer verification services.
 - If more time is needed for the vaccination records to be updated, you can log in to [⚙️ FDW eService](#) to extend your helper's in-principle approval and stay in Singapore.
3. (For all helpers) Send her for a **medical examination** **within 7 days**.

Get the permit issued

When: Within 2 weeks from helper's arrival

Processing time: Immediate

To get the Work Permit issued:



1. [⚙️ Log in to make the request](#).
2. Provide a home or office address where the card will be delivered.
3. Nominate **up to 3 authorised recipients** to receive the card, and provide their NRIC, FIN or passport number, mobile numbers and email address.

4. Pay \$35 by VISA, Master Card or eNets for each Work Permit issued.
5. After the Work Permit is issued, **print the Temporary Work Permit**.

Note


During issuance, you can apply for your helper to get a **POSB account**  to receive salary and a free **Centre for Domestic Employees membership** .


The Temporary Work Permit:

- Is **valid for 1 month** from the date of issue.  **Request to extend the validity** if you have a change of travel plans.
- Must be given to your helper. It allows her to work, stay, and travel in and out of Singapore while waiting for the Work Permit card.
- States if your helper needs to register her fingerprints and photo at  **MOM Services Centre**.

(If required) Register fingerprints and photo

When: Within 1 week after pass is issued (if required)

Check the Temporary Work Permit for whether your helper needs to register her fingerprints and photo at  **MOM Services Centre – Hall C**. If it is required, your helper needs to register **within 1 week** of issuing the Work Permit.

You must  **make an appointment** for your helper to register. It is optional for you to accompany your helper for the appointment.

For the appointment, your helper should bring:

- Original passport
- Appointment letter
- Temporary Work Permit

Receive the card

When: Within 5 working days after registration or document verification

We will deliver the Work Permit card to the given address within **5 working days** after your helper registers and has her documents verified.



If your helper does not need to register, we will deliver the card within 5 working days after verifying her documents.

The authorised recipients will get an SMS or email with the delivery details at least 1 working day before delivery.


You can also check your card delivery status using **WP Online**.

Note

Newly issued Work Permit cards for helpers will no longer state the name and address of the employer.

You can download  **SGWorkPass** to scan QR code on the **new card**  to check the employer's name, address and other details.

If card delivery fails

After two unsuccessful card delivery attempts, you'll have to collect the card at the service desk of  **MOM Services Centre – Hall C**.

You can collect it **3 working days** after the second attempted delivery. You don't need an appointment for collection. You can also authorise a representative or employment agent to collect the card on your behalf.

Bring along these documents for card collection:

- Helper's original passport
- Temporary Work Permit

If you authorise someone to collect it on your behalf, make sure they bring these along:

- An authorisation letter from the employer
- NRIC or passport for verification



Related questions

What should I do if I decide not to hire a worker after getting in-principle approval for the Work Permit?

Can I reinstate an in-principle approval if I accidentally cancelled the wrong one?

Can I hire a second MDW?

I am an MDW employer but my MOM-issued pass is no longer valid. Can I continue to hire my MDW?

How do I check an employment agency's track record for MDWs?

What is the MDW's employment agency responsible for?

Why is my fully vaccinated worker/helper unable to receive their pass even after visiting the clinic to update their vaccination records?

What if I have not received or lost my MDW's in-principle approval letter?

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