# Apostille & Notarisation of a Singapore Certificate of Clearance (COC) & Other Government Documents

Notary General · https://help.law.com.sg/faq/apostille-certificate-of-clearance-coc/

Need to apostille a Certificate of Clearance (COC) and Singapore government issued documents? This guide is for people overseas who have already obtained a Certificate of Clearance (COC) from the Singapore Police Force and need an apostille before they can use it abroad. It explains the three ways we can help, what each costs, and how to get started. Similar options may be available for other verifiable Singapore public documents, including birth, death and marriage certificates, subject to SAL's requirements and the recipient's instructions.

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A Certificate of Clearance and certain other Singapore public documents may qualify for direct legalisation by the Singapore Academy of Law (SAL), provided SAL can verify them using the issuer's accepted verification method. Notarisation is unnecessary if the document qualifies and your recipient accepts the direct route. If you are not sure whether your document qualifies, see Is an Apostille compulsory for notarised documents in Singapore? and our guide to direct apostille through SAL without a Notary.

Before you start: we can only work from the original COC as downloaded from the SPF website. You cannot use scanned copies, photographs, or screenshots, because both we and SAL confirm the certificate is genuine using the verification code on the original digital file.

Please note that we do not apply for any government-issued digital document on your behalf. Whether it is a Certificate of Clearance, birth certificate, death certificate, marriage certificate, or other Singapore public document, you must apply for and obtain the original digital certificate yourself from the relevant authority, then forward it to us via email for the service we have agreed. This may be assistance with direct SAL legalisation, or notarisation followed by an Apostille where required.

## What is a Certificate of Clearance (COC)?

The COC is the police clearance certificate issued by the Singapore Police Force (SPF). You can apply for it online, and the SPF issues it as a digitally signed PDF carrying a verification code. Foreign authorities often ask you to apostille it before they will accept it, for example as part of a visa, residency, marriage, or employment application.

## What is an apostille?

An Apostille authenticates the origin of a public document, including the signature, the signer’s capacity and, where applicable, its seal or stamp. It does not certify the truth of the contents or guarantee acceptance for a particular purpose. In Singapore, SAL issues Apostilles.

The Hague Apostille Convention removes further legalisation requirements where it applies between Singapore and the destination state. Singapore joined on 16 September 2021. SAL may also issue an Apostille for a non-Convention destination, but further embassy or consular legalisation may be required. Our firm does not arrange that further legalisation. Confirm the recipient’s requirements before proceeding.

SAL can issue an apostille in paper form, or in digital form as an e-Apostille where your recipient accepts it. We cover both below.

# Three ways to apostille a Certificate of Clearance and other Singapore documents

Which option you need depends on what the receiving authority asks for. Some require a Notary Public to notarise the document first and then apostille it (Mode 2). If your recipient accepts direct SAL legalisation, you can use Mode 1 without notarisation. Mode 3 is notarisation with an e-Apostille delivered through SAL's electronic process; it requires prior arrangement and confirmation that your recipient accepts the digital format. If you are unsure, ask your recipient before you decide.

**Hardcopy Apostille is our default.** Attending our office completes the notarisation step only. You or your representative must make a separate visit to SAL to obtain and collect the hardcopy Apostille. Payment of the SAL fee through us does not include collection. We can assist with SAL collection only if agreed beforehand, for an additional service fee. Any courier delivery and its charges must also be separately agreed.

***Please note that all non-prescribed fees stated are subject to change without prior notice.***

## Mode 1: Apostille only, direct through SAL

If SAL can verify your COC and your recipient does not require notarisation, you may apply directly to SAL for certification and an Apostille. You or your representative can handle the SAL visit, subject to its verification requirements. If you are overseas and want our assistance, we must first agree a separate paid engagement covering the application, collection and any delivery. Some verification methods require the document holder to attend personally, so a representative cannot always complete the process.

| Item | Fee |
|---|---|
| Apostille fee, payable to SAL (disbursement) | S$10.70 |
| Apostille Service Fee *per document* (payable to LEO) | S$100 to S$150 |
| Optional SAL collection, per trip, by prior agreement (additional charge) | S$50 |
| Courier, eg. DHL, if you ask us to send the document (disbursement) | At cost |
| Administrative fee for arranging courier delivery (eg. DHL) - per arrangement | S$50 to S$80 |

> Note: All non-prescribed service fees are subject to change without prior notice. Engagement is subject to agreement to our current service fee(s).

## Mode 2: Notarisation by our Notary Public, then apostille

Our Notary Public verifies your COC by checking the SPF verification code, then issues a Notarial Certificate with a certified true copy of the COC attached, ie. for one document only. For the hardcopy route, you or your representative must then take the Notarial Certificate to SAL for the Apostille and collection. Our collection assistance is optional, subject to prior agreement and an additional charge.

| Item | Fee |
|---|---|
| Notarial Certificate (Prescribed Fee) | S$75 |
| Certified true copy (CTC) (Prescribed Fee) | S$10 |
| Apostille fee, payable to SAL (disbursement) | S$87.20 (S$80 + 9% GST) |
| Optional SAL collection, per trip, by prior agreement (additional charge) | S$50 per trip |
| Courier, eg. DHL, if you ask us to send the document (disbursement) | At cost |
| Administrative fee for arranging courier delivery (eg. DHL) - per arrangement | S$50 to S$80 |

For the full breakdown of our Notary Public fees, see our Notary Public fee guide.

## Mode 3: e-Notarisation with e-Apostille (fully digital)

For this COC route, we verify and notarise the document, issue an e-Notarial Certificate and arrange the SAL e-Apostille process. Electronic delivery avoids hardcopy collection and courier delivery. It must be arranged before notarisation and is suitable only if your recipient accepts it. This is separate from SAL’s direct e-Apostille service for eligible ACRA Business Profiles and Business Certificates; a COC does not become eligible for that ACRA route simply because it is a PDF.

Only choose this option if your recipient has confirmed that they accept an e-Apostille. SAL issues a digital apostille and a paper apostille separately, and you cannot convert one into the other, so if you later need a paper apostille you would have to apply again. SAL does not refund its fees.

| Item | Fee |
|---|---|
| e-Notarial Certificate (Prescribed Fee) | S$75 |
| Certified true copy (CTC) (Prescribed Fee) | S$10 |
| e-Apostille fee, payable to SAL (disbursement) | S$87.20 (S$80 + 9% GST) |

For one COC on the basis shown above, the listed fees total S$172.20. There is no hardcopy collection or courier charge for this electronic route. We will confirm the applicable fees before you engage us. SAL's portal provides for nomination of the intended recipient.

Two further points to note:

- SAL's electronic process provides a link for **one intended recipient**. Check your email address and the recipient's details carefully before submission; SAL's fees are non-refundable.
- The e-Notarial Certificate is valid only in its digital form. A printout is for reference only and has no legal effect, and the certificate states this on its face.

**A note on disbursements.** The apostille fee is a disbursement payable to SAL and includes SAL's GST. SAL sets its own fees and may change them, so please treat the apostille figures above as a guide rather than a fixed quote.

## Apostille a Certificate of Clearance and other Singapore documents

Other Singapore public documents may qualify for similar services, subject to their source, verification method, SAL's requirements and your recipient's instructions. The available route and charges must be confirmed for the particular document. Send the issuer-created digital original, not a scan, photograph or screenshot. A QR code, verification link or electronic signature must be checked; its presence alone does not establish eligibility.

### Birth certificate

A digital birth certificate issued by the Immigration & Checkpoints Authority (ICA) carries a verification code, so SAL can issue a certified copy and apostille it directly (Mode 1), or you can choose notarisation first (Mode 2) or a fully digital e-Apostille (Mode 3). This is often needed for

overseas school registration, citizenship, or family matters.

## Death certificate

A digital death certificate issued by ICA is also apostillable in the same way. Estates, insurance, and overseas probate often require an apostille on a Singapore death certificate before a foreign authority will accept it.

## Marriage certificate

A digital marriage certificate from the Registry of Marriages (ROM) or the Registry of Muslim Marriages (ROMM) can be apostilled directly through SAL, just like a Certificate of Clearance. This is commonly required for spousal visas, name changes, and residency applications abroad.

Other digitally issued Singapore certificates and extracts may qualify too. If your document is not listed here, send us the original digital file and we will confirm whether SAL can apostille it and which option suits you best.

## Hardcopy originals: birth or death certificates, passport, and NRIC

We are sometimes asked about hardcopy documents, such as an older paper birth or death certificate, a Singapore passport, or an NRIC. These cannot be verified from a digital file, so if we must work from a hardcopy original, you will need to courier or forward the physical original to our office. As you are overseas, this adds time and postage.

To avoid this, check whether a digital version is available. Many Singapore records, such as birth, death, and marriage certificates, can now be obtained as digital documents from the relevant government website. Where a digital certificate exists, please apply for it yourself through the official source, then send us the PDF and, if provided, the OpenAttestation (.oa) file so we can verify it and proceed.

Some documents have no digital equivalent, for example a Singapore passport or NRIC. For these, we can only work from the original, so you will need to send us the physical document. If you are unsure whether your document is available digitally, contact us first and we will advise.

## Processing time

We generally allow about 2 to 3 working days after receiving the required document, payment and confirmation to proceed. We will confirm the timing for your engagement. Allow separately for any SAL verification, hardcopy collection or courier delivery; this is not a guaranteed delivery period.

## Payment

We accept bank transfer and PayNow, with no surcharge. Our invoice sets out the details. If you prefer to pay by credit card through our Stripe link, a credit card surcharge of 5% applies. If you prefer to pay by credit card in person using the NETS machine at our office, a credit card surcharge of 4% applies.

We will confirm all charges with you before we start, and we do not begin work until you have approved the fee and made payment.

## If you also need a translation

Some countries require the document in their official language, eg. Spanish for Peru or Spain or Chinese. We do not provide translation. If the translation itself is to be notarised, we will need the original translated document. Please check with your recipient whether they want the translation done before or after the apostille, as requirements differ.

## How to get started with your Certificate of Clearance, Birth Certificate, etc, apostille

Send us the original COC, as downloaded from the SPF website (not a scan, photograph, or screenshot) and your identification document (eg. passport or NRIC), at info@law.com.sg, and let us know:

- the country where you will use the document, and what the receiving authority requires;
- which option you would like: paper apostille only (Mode 1), notarisation and paper apostille (Mode 2), or e-Apostille (Mode 3);
- for a paper Apostille, whether you or your representative will attend SAL, or whether you want to engage us separately for SAL collection and, if required, courier delivery; and

- for an e-Apostille, the email address for delivery, after confirming with your recipient that a digital apostille is acceptable.

Send the original PDF downloaded from the issuer and any verification link or code supplied with it. If the issuer also provides an OpenAttestation (.oa) file, include it. Do not substitute a scanned copy or screenshot.

We will confirm the fee, send you an invoice, and proceed once we have received payment and you have confirmed.

Collection from our office applies only to documents we hold and any SAL collection service specifically agreed with us. Otherwise, you or your representative collect the hardcopy Apostille from SAL. For an agreed office collection, please avoid our lunch hour of 1 to 2pm.

## Related Links

> Is an Apostille compulsory for notarised documents in Singapore?

Embedded media: https://help.law.com.sg/faq/is-an-apostille-compulsory-for-notarised-documents-in-singapore/embed/#?secret=5mg175JBIf#?secret=HUCOQbmYfZ

> Singapore Notary Public Fee Guide

Embedded media: https://law.com.sg/notary-public-fee-guide/embed/#?secret=3OOGmzIHza#?secret=CxrBNMNy1D

> e-Notarisation and e-Apostille in Singapore: Fees, Procedure & Common Questions

Embedded media: https://help.law.com.sg/faq/e-notarisation-and-e-apostille-in-singapore-fees-procedure-common-questions/embed/#?secret=M5gnC8nHpv#?secret=38amfHCz7o