Certified True Copies by a Singapore Notary Public

Notary Certified True Copy · https://help.law.com.sg/faq/certified-true-copies-notary-public-singapore/

A certified true copy is a copy of a document which a Notary Public certifies as a true copy of the original, usually because a foreign government, university, bank or other overseas organisation will not accept an ordinary photocopy. To certify a true copy, our Notary Public must inspect the original document, so please bring the original to your appointment.

Must I produce the original document?

Yes. If the document in question is a physical copy, such as a bank document, passport, education certificate, identity card or birth certificate, a Notary Public will need to physically inspect the original document before they can certify a true copy of it.

To illustrate, suppose you need a certified true copy of your passport. You must physically present your original passport to the Notary Public. Only after they have inspected it will the Notary Public be in a position to certify a copy as a true copy. If you cannot produce the original, we will not be able to certify a copy of it.

Can digital documents be certified?

Yes, in the right cases. You may provide:

1. an original PDF document issued to you digitally;
2. a digitally verifiable document, for example a PDF with a QR code or an OpenAttestation certificate;
3. ACRA documents; or
4. government-issued documents such as the Singapore Certificate of Clearance (COC), birth certificate, marriage certificate or death certificate.

See our guide on apostille and notarisation of a Singapore Certificate of Clearance (COC) and other government documents. Where a document was signed electronically or is digitally verifiable, the signatory may also verify it through SingPass; see SingPass verification for certified true copies or originals.

Does the Notary Public vouch for the contents of my document?

No. Unless specifically requested to contact the issuing authority (which may incur additional charges), the Notary Public examines the original document presented by the client. When certifying a true copy, the Notary Public will include a qualification stating that the Notary Public "does not endorse, verify or make any statement as to the accuracy, truth, legality or otherwise of the contents of the document(s)". Anyone relying on the certification should verify authenticity directly with the issuing authority, organisation or entity.

We do not qualify certifications for documents with established authentication procedures, including passports, Singapore NRICs, Employment Passes, Work Permits and Singapore marriage certificates. Documents typically certified with the qualification include educational certificates and transcripts, bank statements and contracts.

How are the fees computed?

For one document with one certified true copy, the components are:

1. Notarial Certificate: $75
2. Certified true copy: $10 per copy
3. Apostille fee paid to the Singapore Academy of Law (SAL): $87.20 ($80 plus 9% GST)

One notarised set with one certified copy therefore costs $172.20.

If you have two or more documents, decide whether to bundle them under one Notarial Certificate or issue each document with its own Notarial Certificate. Worked example with three documents (passport, NRIC and bank statement):

- Option A: bundle all three into one Notarial Certificate with Apostille: $75 + (3 x $10) + $87.20 = $192.20.

- Option B: certify each document under its own Notarial Certificate with Apostille (three sets): 3 x $172.20 = $516.60.

SAL permits bundling, but your recipient's requirements prevail. Some recipients or foreign missions may require each document to be notarised under its own Notarial Certificate with Apostille. Please check with your recipient before proceeding.

For an estimate tailored to your documents, use our CTC Fee Calculator or the Notary Public Fee Guide.

Who receives the SAL Apostille fee, and how do I collect the Apostille?

The SAL Apostille fee is not our fee. Our Notary pays SAL first in order to generate the Notarial Certificate via SAL's Legalisation portal, and the amount is collected from you as a disbursement. After your notarisation at our office, you collect the Apostille from the Singapore Academy of Law.

Do I also need an Apostille?

Usually, yes. See is an Apostille compulsory for notarised documents in Singapore and our guide to e-Notarisation and e-Apostille in Singapore.

We are not GST-registered, so no GST is charged on our fees; for payment methods and card surcharges, see Notary Public Fees in Singapore.

Ready to proceed? Book your notary appointment online at book.law.com.sg.