Direct Apostille Singapore SAL Without Notary Guide

Notary General · https://help.law.com.sg/faq/direct-apostille-singapore-sal-without-notary-guide/

When You Need a Notary Public and When You Don't

You may be able to obtain a **direct Apostille in Singapore** from the Singapore Academy of Law (SAL), without paying for notarisation. This depends on whether SAL accepts your document for the direct route and whether your overseas recipient requires notarisation. Check both before booking a Notary Public.

Hardcopy Apostille: a separate SAL visit is required. Our default service is notarisation with a hardcopy Apostille. Attending our office completes the notarisation step only. You or your representative must take the Notarial Certificate to SAL and collect the hardcopy Apostille. Payment of the SAL fee through our firm does not include collection. We can assist with collection only if agreed beforehand, for an additional service fee; courier arrangements and charges are separate.

What is an Apostille?

An **Apostille** authenticates the origin of a public document, including the signature, the capacity of the person signing and, where applicable, its seal or stamp. It does not certify the truth of the contents or guarantee that an overseas recipient will accept the document for a particular purpose.

The **Singapore Academy of Law (SAL)** is the sole authority designated to issue Apostilles in Singapore since 16 September 2021.

Types of Apostille Services in Singapore

The paper and electronic routes have different eligibility requirements. A document being a PDF does not, by itself, make it eligible for an e-Apostille:

Traditional Physical Apostille

For eligible Singapore public documents, you can apply directly to SAL for a hardcopy Apostille:

- **Fee:** See SAL's current charges for direct legalisation
- **Processing location:** SAL office at 1 Coleman Street, #08-06 The Adelphi, Singapore 179803
- **Operating hours:** Check SAL's current counter hours before travelling
- **Suitable for:** Eligible public documents accepted by SAL, such as:
  - SPF clearance certificates
  - Birth and death certificates
  - Marriage certificates
  - Certain educational documents, subject to SAL's requirements
  - ICA documents
  - Court documents

Direct e-Apostille for eligible ACRA documents

SAL's **direct e-Apostille service for ACRA documents** has a limited scope. It does not cover every ACRA extract, PDF or document with a QR code:

- **Fee:** See SAL's current charges for direct legalisation
- **Processing:** 100% online at https://legalisation.sal.sg/
- **Available for:**
  - ACRA Business Profiles (Open Attestation format)
  - ACRA Business Certificates (Incorporation/Registration) in OpenAttestation format
  - **Important:** Documents must be issued from 4 March 2023 onwards
- **Verification:** Available at https://legalisation.sal.sg/

When You DON'T Need a Notary Public

You can obtain an **Apostille without a notary public** and save both time and money when:

Your Document Qualifies for Direct Apostille

Certain **Singapore public documents** can be apostilled directly at SAL without notarisation, subject to SAL's document and verification requirements. Examples include:

- **Immigration documents** (ICA-issued documents)
- **Civil registry documents** (birth, death, marriage certificates)
- **Police clearance certificates** (Certificate of Clearance from SPF)
- **ACRA business documents** (business profiles, incorporation certificates)
- **Educational certificates** from the following institutions, where accepted by SAL:
  - NUS, NTU, SMU, SIT, SUSS, SUTD
  - Polytechnics and ITE
  - MOE letterhead documents

The Recipient Only Requires Apostille

Ask your overseas recipient whether it accepts direct legalisation by SAL without notarisation. If it does, and your document qualifies, engaging a Notary Public may be unnecessary. If it specifically requires a notarial certificate or notarised copy, follow that requirement.

How to Apply Directly to SAL

For Physical Documents:

1. Visit https://legalisation.sal.sg/ to submit an online request
2. Pay the applicable SAL fee through its portal
3. Bring the original document and any printout or verification material required by SAL
4. Complete SAL's verification and collection process; allow time for any additional checks

For Electronic Documents with QR Codes:

1. Print the electronic document
2. SAL checks whether it can verify the document using the issuer's verification method; a QR code alone does not guarantee acceptance

3. If accepted, SAL completes its certification and Apostille process

For e-Apostille (ACRA documents only):

1. Upload your Open Attestation document online
2. Receive e-Apostille link via email
3. Share link with overseas recipient for verification

When You DO Need a Notary Public

You may need a **Notary Public** before obtaining an **Apostille** in these situations:

1. Non-Government Documents

Private documents commonly require notarisation before SAL can issue an Apostille on the Notarial Certificate. Examples include:

- Company documents (non-ACRA)
- Employment letters from private companies
- Personal declarations or affidavits
- Powers of attorney
- Private contracts or agreements

2. Specific Notarisation Requirements

Some overseas authorities specifically request both:

- Notarial Certificate (from notary public)
- Apostille (from SAL)

Common scenarios include:

- European property transactions
- Certain visa applications
- International adoptions
- Cross-border litigation

Help with SAL applications when you are overseas

Being overseas does not, by itself, mean that your document needs notarisation. If it qualifies for direct SAL legalisation, we may be able to assist with the application and collection under a separate paid engagement. We must first agree the scope, service fee, SAL charges and any courier arrangements. See our Certificate of Clearance and government document guide.

Some verification methods require the document holder to attend SAL personally, for example where access through their Singpass or personal email is needed. Check the requirements before appointing a representative. Do not share your Singpass password or one-time codes with us.

This assistance concerns documents and collection logistics. It is not remote witnessing. For signature witnessing by our Notary Public, the signer must attend in person in Singapore and sign in wet ink; we do not provide Zoom or video witnessing.

Step-by-Step Application Process

Direct SAL Application (Without Notary)

Step 1: Check that SAL accepts your document for direct legalisation and that its verification requirements can be met

Step 2: Check recipient requirements (Apostille only, or Apostille + Notarisation)

Step 3: For physical apostille:

- Submit online request at https://legalisation.sal.sg/
- Pay the applicable SAL fee online
- Visit SAL with document
- Receive apostilled document

Step 4: For e-Apostille (ACRA documents):

- Ensure document is in Open Attestation format
- Upload at https://legalisation.sal.sg/
- Receive and share e-Apostille link

With Notary Public Assistance

Step 1: Confirm the recipient's requirements and book the appropriate notarial service

Step 2: Bring the physical original or provide the issuer-created, verifiable digital original. A scan or PDF copy is not automatically an original

Step 3: Our Notary Public completes the agreed notarial act and issues the Notarial Certificate

Step 4: For the default hardcopy route, you or your representative must take the Notarial Certificate to SAL for the Apostille and collection

Step 5: Firm collection is available only by prior agreement for an additional service fee. Payment of the SAL fee through us does not include collection; any courier service must also be separately agreed

Prefer an e-Apostille? Please arrange this before notarisation and confirm that your recipient accepts it. The notarial e-Apostille route is separate from SAL's direct ACRA route. The e-Notarial Certificate is valid only digitally, the SAL process provides a link for one intended recipient, and a paper Apostille requires a separate request. Electronic delivery does not mean remote witnessing. Read our e-Notarisation and e-Apostille guide.

Frequently Asked Questions

Can I convert my existing paper Apostille to e-Apostille?

No, you cannot convert an existing Apostille. You must submit a new request for an e-Apostille if your document qualifies.

What if my electronic document has no QR code?

Check SAL's requirements for the document. Depending on its source, SAL may require you to attend and access the issuing agency's portal through your own Singpass, or obtain an endorsed copy from the issuer. A scan, screenshot or ordinary PDF does not establish authenticity by itself.

Are fees refundable if my application is rejected?

No, all fees paid to SAL are non-refundable. Ensure your documents meet requirements before applying.

How long does the Apostille process take?

- **Direct at SAL:** Allow time for SAL's verification and counter process; check current requirements before travelling
- **e-Apostille:** Timing depends on eligibility, successful processing and the chosen electronic route
- **Through notary:** Confirm our appointment and preparation time, then allow separately for SAL collection or any agreed courier delivery

Which countries accept Singapore's Apostille?

The Apostille Convention removes further legalisation requirements where it applies between Singapore and the destination state. The recipient may still have requirements about the document, its form or translation. Check the HCCH Apostille section and your recipient's instructions. For a non-Convention destination, SAL may still issue an Apostille, but further embassy or consular legalisation may be required. Our firm does not arrange that further legalisation.

Need Professional Assistance?

While many **Singapore Apostille** applications can be completed without a notary public, we understand that some situations require professional guidance. If you:

- Are overseas and need assistance
- Have non-government documents requiring notarisation
- Need both notarial certificate and Apostille
- Have questions about your specific requirements

Disclaimer

No Legal Advice: This article provides general information only and does not constitute legal advice. The information is based on Singapore government policies, procedures, and regulations reviewed on

10 October 2026, but may contain errors and is subject to change without notice. All fees, requirements, procedures, and eligibility criteria mentioned are determined by relevant government authorities including the Singapore Academy of Law (SAL) and may be modified at any time. Readers must independently verify all information with official sources including SAL (https://legalisation.sal.sg/), ACRA, and other relevant government websites before taking any action. We expressly disclaim liability for any errors, omissions, outdated information, or losses arising from reliance on this content. Always seek professional legal advice for your specific situation.

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=abCglgIMID#?secret=EM5uSF1yTM

> Notary Public Fees in Singapore

Embedded media: https://help.law.com.sg/faq/what-are-the-prescribed-fees-payable-to-a-notary-public/embed/#?secret=o2IGJi8Rm7#?secret=zRHQEGIJ4Y

> SingPass Verification for Certified True Copy or Original of Document by Notary Public (or Advocate & Solicitor)

Embedded media: https://help.law.com.sg/faq/singpass-verification-for-certified-true-copy-or-original-of-document-by-notary-public/embed/#?secret=KazCBZFkqD#?secret=GnGyrLHwtG