Notary Public Witnessing and Attestation in Singapore

Notary Witnessing · https://help.law.com.sg/faq/notary-witnessing-and-attestation/

When a Notary Public witnesses your signature, you must sign the document in the notary's physical presence using wet ink. The notary then attests your signing, typically under a Notarial Certificate, so the document can be accepted by an overseas government, bank or other organisation.

Can the notary attest a document I have already signed?

No. The Notary Public cannot attest to your signing of the document unless he witnessed you doing it. If you have pre-signed the document, please do not attend at our office unless you are prepared to re-sign or sign on a fresh document in the presence of our Notary Public.

If you are unsure whether your document should be signed before a Commissioner for Oaths, a Notary Public or a lawyer, see our guide on which officer you need.

Can my signature be witnessed virtually?

No. The signer must be present before the Notary Public in Singapore to sign the document using wet ink. There is no virtual witnessing via video conferencing, WhatsApp or Zoom of your signature on a document, eg. a statutory declaration, affidavit or agreement.

To sign your document before our Notary Public, please book an appointment to attend at our office in Singapore. If you cannot attend, for example because the signer is in hospital or in prison, an outcall service is available in Singapore at an additional fee. See outcall services for prison and hospital visits.

What must I bring for attestation?

Bring along your original identification documents (NRIC, passport) as stated in the document to be signed, together with the document itself. Please ensure that your document states your correct personal particulars, such as your name and identity numbers, before your appointment.

What about bank and institutional forms?

Commonly, a client will bring along a blank bank form to sign in the presence of the Notary Public, which is not the correct practice. Before attending at the notary's office, please ensure that the form is duly completed, and you shall sign the form in the presence of our Notary Public.

Do not pre-sign: if your form has already been pre-signed, our Notary will be unable to attest to your signing of the form.

Who should check the receiving organisation's requirements?

You should. The bank, government agency or other organisation receiving your document sets its own requirements, such as the form of attestation, whether an Apostille is needed and whether a particular wording must be used. Please confirm these requirements with the recipient before your appointment, as their requirements prevail.

How much does witnessing cost?

For one signer on one document, the components are:

1. Notarial Certificate: $75
2. Witnessing, first person: $40
3. Apostille fee paid to the Singapore Academy of Law (SAL): $87.20 ($80 plus 9% GST)

One notarised set for one signer therefore costs $202.20. For additional signers or documents, use our Witnessing Fee Calculator or see the Notary Public Fee Guide.

The SAL Apostille fee is not our fee: our Notary pays SAL first to generate the Notarial Certificate via SAL's Legalisation portal, and after your notarisation at our office, you collect the Apostille from SAL.

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 sign? Book your notary appointment online at book.law.com.sg.