Singpass Endorsement Before Notarisation: What We Ask You to Do

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Our Notary Public may ask you for a Singpass endorsement before notarisation. If our office has sent you here, this page explains what we are asking for, why we ask, and how to do it. The whole thing takes about two minutes and there is no charge.

Why we ask for this

Forged and altered documents have become a real problem, and they no longer look obviously wrong. When our Notary Public certifies your document, he puts the firm's name and his own commission behind it. So the question of who actually signed the document is not a formality for us.

A Singpass endorsement answers that question independently. Because Singpass verifies your identity for the Government, an endorsement made through it ties your document to a verified person, at a recorded moment. Our notary is then not simply taking a signature on trust.

What the endorsement proves, and what it does not

The endorsement proves that you, identified through Singpass, adopted that exact document at a recorded time. If a single word of the document changes afterwards, the endorsement no longer matches.

However, it does not prove that the ink signature on the page is yours. It is evidence about the person and the document, not handwriting analysis. That is why the endorsement supports our checks rather than replacing them.

When we ask for a Singpass endorsement

We usually ask when you want us to notarise or certify a private document that you have signed. For example:

- A directors' resolution or a company authorisation
- A signed agreement or undertaking
- A signed letter, declaration or consent
- Any private document where your identity as signatory matters

When you do not need it

You do not need to endorse documents that are already digitally verifiable. Singapore government certificates fall into this group, including birth and marriage certificates, a Certificate of Clearance, and documents downloaded with a QR code or verification link. Those carry their own proof, so an endorsement adds nothing.

Occasionally we may still ask, if a particular matter calls for further authentication.

Two ways to complete a Singpass endorsement before notarisation

There are two routes, and our office will tell you which one applies.

You upload the document yourself. Use this when you have the signed document to hand and want to get it done before your appointment.

We send you a signing link. If you have already emailed your documents to us, our staff can start the request from our end. You will then receive an email from us naming the document, with a link that is unique to you. Nothing is installed and you do not need an account. Open the link, review the document, and approve it in your Singpass app.

Either way the result is the same, and neither route costs anything.

Why we may ask for your NRIC or FIN

When we start a request for you, we may enter your NRIC or FIN. That locks the request to you alone, so nobody else can endorse the document even if they receive the link.

We do this when it matters that the person endorsing the document is the same person who signed it, which is usually the case for a document heading for notarisation. Singpass enforces the restriction,

not us, so the check does not depend on our own systems.

If your details do not match, the Singpass portal will refuse politely and tell you to contact us. Should that happen, call our office, because it usually means a typing error at our end rather than anything wrong with your document.

How to complete your Singpass endorsement

If you are uploading the document yourself, please do the following before your appointment:

1. Important: If your matter is Notary Public witnessing / attestation, do not pre-sign. Attend and sign with wet ink before the Notary. Use Singpass endorsement only when we specifically ask, and only for the document types we identify (often private documents for CTC / identity support — not a substitute for witnessed wet-ink execution).
2. Go to law.com.sg/sign, upload the PDF, and enter your name, email address and mobile number.
3. Drag the signature box to a clear space on the page, then tap Sign with Singpass and approve it in your Singpass app.

After that, download your signed copy and keep it. Then tell our office that you have completed the endorsement, so that we can collect the document at our end.

If we have sent you a link instead, simply open the email, tap the link, and approve the endorsement in your Singpass app. There is nothing to upload.

If your file will not upload, see what kind of document you can upload. Most files that give trouble can be fixed by printing them to PDF first.

What happens next

Once we have your endorsed document, we prepare your matter before you arrive. Your appointment is then spent on the notarial act itself rather than on preliminaries, which usually makes it shorter.

Our signing system deletes the documents 14 days afterwards, so please keep your own downloaded copy. Where required, we will keep the Singpass endorsement documents in our file to evidence that we have conducted the requisite due diligence.

What to bring to your appointment

The endorsement does not change what you bring. Please still bring:

- The original signed document
- Your NRIC or passport
- Any supporting papers we have asked for

If the receiving authority requires you to sign in front of the notary, do not sign the document in advance. Ask us first, because in that case you should sign it at our office instead.

Questions

If anything here is unclear, please call us on 6338 1810 or write to info@law.com.sg before you upload anything. You can also read more about our Notary Public service, our notary fees, or how LEO Sign works.

To book, go to our Notary Public appointment page.