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

Notary Certified True Copy · https://help.law.com.sg/faq/singpass-verification-for-certified-true-copy-or-original-of-document-by-notary-public/

Overview

This page is about **extra identity checks** when we are asked to certify a **true copy** (or that a document was presented as an original) of a **private document that was already signed elsewhere**. It is **not** Singapore Notary Public **witnessing** of your signature, and it is **not** Zoom / video notarisation.

Witnessing still requires the signer to attend in person (or by an in-Singapore outcall) and sign with wet ink — see Notary Public witnessing and attestation.

If our Notary Public (or Advocate & Solicitor) is asked to certify the true copy of, or confirm presentation of, a document that was already signed elsewhere, we may require extra identity verification through SingPass if the signatory is a Singapore Citizen or Singapore Permanent Resident. This is for the agreed **CTC / original-presentation** notarial act, not for witnessing a signature.

If there is more than one signatory, we may specify one or more signatories to verify by SingPass on the PDF copy of the already-signed document. We may reject the CTC / original-presentation request if we are unable to authenticate a signatory.

Typical documents for this verification may include the following, but only as CTC of already-signed documents or original-presentation checks — not witnessing:

- directors' resolutions
- shareholders' resolutions
- signed certificate

- signed power of attorney (already signed elsewhere; CTC / original-presentation only, not witnessing)
- translation document
- signed agreement (already signed elsewhere; CTC / original-presentation only, not witnessing)
- signed partnership agreement
- signed letter
- educational certificate (from a third-party institution) — the client may need to attest to authenticity using SingPass

Documents Required for SingPass Verification

To facilitate the SingPass verification process for a Singapore Citizen or Singapore Permanent Resident, please provide the following items via email:

1. **PDF of the already-signed document** for the agreed CTC / original-presentation notarial act.
2. **Full name** of the signatory.
3. **NRIC number** of the signatory.
4. **Email address** of the signatory.
5. **Mobile number** of the signatory [Optional].

Verification Process

Upon receiving the necessary documentation and information, we will initiate an identity-verification request through the Court's eLitigation service. The signatory will receive an email from the eLitigation system with detailed instructions on how to proceed. Please whitelist emails from **@elitigation.sg** and **@elitigation.com.sg**.

Signing Instructions

The signatory must follow the eLitigation email instructions to complete SingPass verification of the already-signed PDF. This identity-check step is for the CTC / original-presentation request; it is not signing before a Singapore Notary Public and is not remote witnessing. See our help article How to Sign.

Finalisation of Notarisation

After SingPass verification, we proceed with the **CTC / original-presentation notarial act** as agreed. Physical originals may still need to be sighted at our office (or couriered as we instruct). SingPass does not replace attendance for witnessing, and this page does not provide Zoom / video notarisation.

Related FAQ on DSS

Document Signing Service using SingPass