

TRANSFER OF LEGALISATION FUNCTIONS WITH EFFECT FROM 20 JANUARY 2021

From **20 January 2021**, the legalisation function of outgoing public documents issued in Singapore and intended for use in States with legalisation requirements will be transferred from the Ministry of Foreign Affairs (MFA) to the Singapore Academy of Law (SAL).

Legalisation Service by Appointment Only

- SAL provides service for the legalisation of documents on an **appointment basis only**.
- Members of the public who require legalisation service will have to:
 - (1) submit an online request at <https://legalisation.sal.sg/>;
 - (2) make payment online by Visa or MasterCard; and
 - (3) book an appointment to legalise documents at SAL:
 - i. once your online request has been successfully submitted and payment has been made, please proceed to book an appointment with SAL by clicking “Appointment Booking”;
 - ii. an Email Confirmation with the Invoice will be sent to your registered email address;
 - iii. on your appointment day, please produce a copy of the Email Confirmation and Invoice when you present your documents for legalisation at the SAL Office. Alternatively, you may flash the QR code on the Invoice.

Where can I legalise my documents?

- SAL is located at 1 Coleman Street, #08-06 The Adelphi, Singapore 179803. For enquires, you may call our main line at (65) 6332 4388 or email us at enquiries@sal.org.sg
- Counter opening hours are from **9:00am to 4:30pm**. The counter will be closed on weekends and public holidays.
- You are not required to be personally present at SAL to legalise your documents. You may appoint a proxy to complete the legalisation on your behalf. No authorisation letter is required.

I am currently overseas and need to legalise a public document. Who can I contact if I encounter any issues with my legalised public document overseas?

- For legalisation of documents overseas, you may contact the nearest [Singapore Overseas Mission](#).

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How much does it cost?

- A Legalisation Fee of **S\$10.70** (including GST) is chargeable for each document legalised. Payment by Visa or MasterCard will have to be made online at <https://legalisation.sal.sg/>.
- For requests for legalisation of Certified True Copies, a photocopying fee of **\$1.00** is payable for every Certified True Copy legalised (regardless of the number of pages). This is a flat fee. Please present original documents at the SAL counter for photocopies to be made by SAL counter staff.
- Legalisation fees will be **WAIVED** for all notarised documents. Please inform your Notary Public that you require your documents to be legalised after notarisation.

How do I legalise a government document?

- We will directly legalise documents issued by the Singapore Government (e.g. Marriage Certificate, Birth Certificate, etc.).
- We will only be able to authenticate computer-generated documents after they have been certified by the issuing department.
- For legalisation of true copies, please submit the original documents at the SAL counter for photocopies to be made by SAL counter staff.
- We cannot affix our legalisation stamp on laminated documents. If you need to legalise an original document that has been laminated, please request the issuing agency to issue a certified true copy or an extract of the original document for legalisation.

How do I legalise a non-government document?

- We can only legalise non-government documents after they have been referred to a Notary Public (any law firm offering notarial services) for notarisation and then to SAL for certification. You may refer to <https://legalisation.sal.sg/> for more information.
- We can legalise commercial documents such as Invoices, Bills of Sales, Certificates of Origin, Fumigation certificates, etc. after they have been certified or seen by any of the four Chambers of Commerce (International, Chinese, Indian or Malay) or the Singapore Manufacturers' Association.
- We cannot affix our legalisation stamp on laminated documents. If you need to legalise an original document that has been laminated, please request the issuing agency to issue a certified true copy or an extract of the original document for legalisation.

I have a public document that was legalised by MFA. Can this still be used?

- Yes, all documents legalised by MFA up to 19 January 2021 can still be used.

Will I still need to go to MFA after SAL legalises my public document?

- From **20 January 2021**, the legalisation function of outgoing public documents issued in Singapore and intended for use in States with legalisation requirements will be transferred from MFA to SAL. You no longer need to go to MFA for further legalisation of your public document.

Will public documents legalised by SAL be accepted overseas?

- From 20 January 2021, SAL will be the sole agency authorised to legalise Singapore public documents for use overseas. You should be able to use your SAL-legalised public documents overseas.