

## **CONSULAR MATTERS - ATTESTATION / CERTIFICATION OF DOCUMENTS**

### **Procedures for attestation or certification of documents for use in Singapore**

1. Please contact us and schedule for an appointment for any notarial services mentioned below.
2. For verification purposes, you will be required to produce a photo-ID together with your original passport.

### **Schedule of Fees**

<b><u>Notarial Services</u></b>	<b><u>Amount Payable US\$</u></b>
For a certificate of declaration of due execution of any document (eg. Power of Attorneys, Divorce documents, Sale of HDB flats, etc)	\$11.00
a) For registration and attestation	\$1.00
b) For each exhibit	\$1.00
On making a copy and marking the copy as a true copy of the original document.	
a) Certification fee	\$2.00
b) Supply fee – per page	\$1.00
On examining a plain copy and marking the copy as a true copy	\$2.00
On taking or re-taking an affidavit or a declaration for each person making the affidavit of declaration	\$4.00
a) Each exhibit referred to in an affidavit and required to be marked	\$1.00
b) Each document referred to in a deposition and required to be marked	\$1.00
Statutory Declaration for one party	\$4.00
a) For marking an exhibit	\$1.00
b) For each additional party	\$2.00

Please pay in Cash (over the counter) or issue Money Order / Cashier's Cheque in favour of the "**Singapore Consulate General**". Please note that we DO NOT accept personal or corporate cheques.

To facilitate the return of your documents by post, please provide a self-addressed and stamped United States Postal Service (USPS) Express Mail / Priority Mail flat rate envelope OR a self-addressed prepaid envelope (with tracking number) from a courier service of your choice. In the latter, please make sure that pick-up service from our location is available.

### **Attestation by Post**

Due to legal implications, we are unable to accept attestation by post. If you are unable to appear in person at our office, you may wish to approach your local Notary Public for assistance.

### **SINGAPORE CONSULATE GENERAL IN SAN FRANCISCO:**

595 Market Street, Suite 2450, San Francisco, CA 94105.

Tel : (415) 543-4775 Fax : (415) 543-4788

Email : [singcg\\_sfo@mfa.sg](mailto:singcg_sfo@mfa.sg)

URL : <http://www.mfa.gov.sg/sanfrancisco>

(As at 1 January 2017)