



OFFICE OF THE
**PUBLIC
GUARDIAN**

Key Pointers

Request for Information in OPG's Registers and Certified Copy Applications

Dec 2024

Things to Note

1. Indicate the applicant's details

- If your client has authorized you to submit a request for information in OPG's register of LPAs and/or Court Orders appointing Deputies, or a certified copy application, you **must indicate that you are submitting this request on behalf of another person** i.e., select 'Yes' as boxed in red below (*with the exception of foreigner applicants – see [page 6](#)).
- You are next required to fill in the applicant's details.
- Please also **submit the Letter of Authorisation[refer to next slide]** signed by the applicant that he/she is authorising you to submit the request on his/her behalf.

Additional Notes:


- In the case of searches for purposes of deputyship application:

Requestor	Representative from Law Firm
Applicant	Intended Deputy
Person Searched	Person lacking mental capacity ("P")

Are you submitting this request on behalf of another person?

Yes No

I am submitting the request on behalf of:

Applicant's Full Name as in NRIC/FIN <INTENDED DEPUTY'S NAME>	Applicant's NRIC/FIN No. E.g. S1234567D
Applicant's Email Address (If Applicable) E.g. abc@xyz.com	Applicant's Mobile No. E.g. 91234567 / 81234567
Applicant's Office No. (If Applicable) E.g. 61234567 / 91234567 / 81234567	<input type="checkbox"/> No local mobile number 

Things to Note

2. [NEW] Letter of Authorisation template for Search and Certified Copy Request(s)

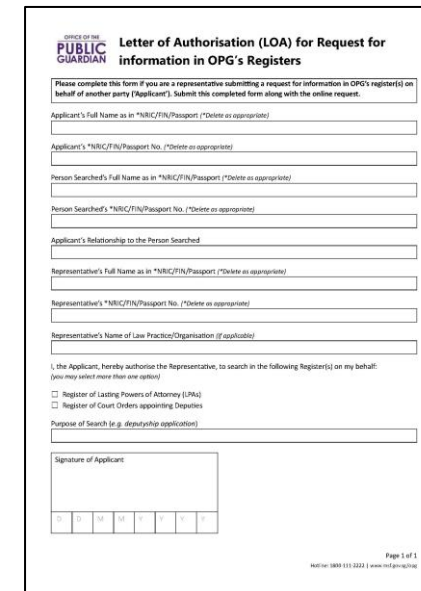
OPG has been receiving Letters of Authorisation (LOA) that contain missing information (e.g. name of applicant, name of searched person) and we have to liaise with the law firms to obtain the complete set of details, resulting in delays in the approval of the requests.

In view of this, OPG has prepared Letter of Authorisation templates for Search and Certified Copy Request(s). You will be **required** to use them with effect from **1 Jan 2025**. We encourage you to begin using these templates as soon as possible, though we will continue to accept written confirmations and LOAs drafted by your law firms until **31 Dec 2024**.

The templates are available [here](#) (scroll to the bottom of the page).

Search Request / Certified Copy Application

- [Letter of Authorisation for Certified Copy Application](#)
- [Letter of Authorisation for Request for information in OPG's Registers](#)
- [Supplementary Form for Foreigner Applicants](#)



OFFICE OF THE PUBLIC GUARDIAN
Letter of Authorisation (LOA) for Request for information in OPG's Registers

Please complete this form if you are a representative submitting a request for information in OPG's register(s) on behalf of another party (Applicant). Submit this completed form along with the online request.

Applicant's Full Name as in *NRIC/FIN/Passport (*Delete as appropriate)

Applicant's *NRIC/FIN/Passport No. (*Delete as appropriate)

Person Searched's Full Name as in *NRIC/FIN/Passport (*Delete as appropriate)

Person Searched's *NRIC/FIN/Passport No. (*Delete as appropriate)

Applicant's Relationship to the Person Searched

Representative's Full Name as in *NRIC/FIN/Passport (*Delete as appropriate)

Representative's *NRIC/FIN/Passport No. (*Delete as appropriate)

Representative's Name of Law Practice/Organisation (if applicable)

I, the Applicant, hereby authorise the Representative, to search in the following Register(s) on my behalf:
(You may select more than one option)

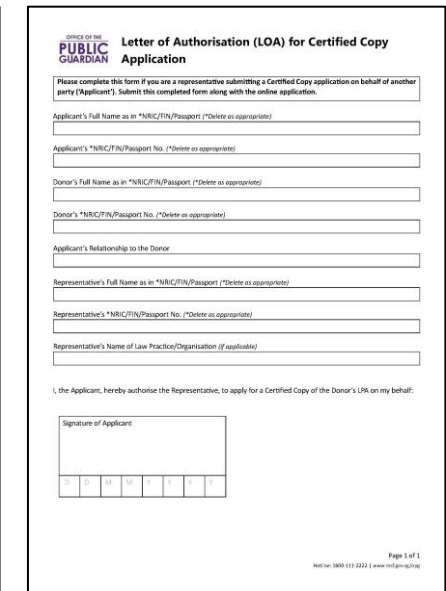
Register of Lasting Powers of Attorney (LPAs)
 Register of Court Orders appointing Deputies

Purpose of Search (e.g. deputyship application)

Signature of Applicant

0 9 8 7 6 5 4 3 2 1

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OFFICE OF THE PUBLIC GUARDIAN
Letter of Authorisation (LOA) for Certified Copy Application

Please complete this form if you are a representative submitting a Certified Copy application on behalf of another party (Applicant). Submit this completed form along with the online application.

Applicant's Full Name as in *NRIC/FIN/Passport (*Delete as appropriate)

Applicant's *NRIC/FIN/Passport No. (*Delete as appropriate)

Donor's Full Name as in *NRIC/FIN/Passport (*Delete as appropriate)

Donor's *NRIC/FIN/Passport No. (*Delete as appropriate)

Applicant's Relationship to the Donor

Representative's Full Name as in *NRIC/FIN/Passport (*Delete as appropriate)

Representative's *NRIC/FIN/Passport No. (*Delete as appropriate)

Representative's Name of Law Practice/Organisation (if applicable)

I, the Applicant, hereby authorise the Representative, to apply for a Certified Copy of the Donor's LPA on my behalf.

Signature of Applicant

0 9 8 7 6 5 4 3 2 1

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Things to Note

3. Provide the necessary supporting documents

Please ensure that all the necessary supporting documents are provided, the correct ones are attached, and that uploaded images are clear.

Please also check that:

Letter of Authorisation (LOA)	<ul style="list-style-type: none">Name of authorised person matches the requestor in the online applicationLOA is duly signed by the relevant party						
Identification Documents (ID)	<ul style="list-style-type: none">ID of the applicant and the Person Searched/Donor is providedDeed Poll is provided for persons with change of name						
Proof of Relationship	<ul style="list-style-type: none">Relevant proof of relationship between applicant and person searchedExamples of documents required:<table border="1" data-bbox="733 968 1786 1158"><tbody><tr><td>Parent-Child</td><td>Birth Certificate/Birth Extract</td></tr><tr><td>Spouse</td><td>Marriage Certificate</td></tr><tr><td>Siblings</td><td>Birth Certificates/Birth Extracts of both parties</td></tr></tbody></table>If relationship proof is not available, a statutory declaration must be submitted.	Parent-Child	Birth Certificate/Birth Extract	Spouse	Marriage Certificate	Siblings	Birth Certificates/Birth Extracts of both parties
Parent-Child	Birth Certificate/Birth Extract						
Spouse	Marriage Certificate						
Siblings	Birth Certificates/Birth Extracts of both parties						

Things to Note

4. Mental Disorders and Treatment Act (MDTA) Cases

For search requests for orders granted under the repealed Mental Disorders and Treatment Act(MDTA), you may wish to file a request to inspect files at the Supreme Court instead for the latest information. For more information, please visit [Supreme Court's website](#).

As a guide, you should not submit a search in the Register of Court Orders appointing Deputies if the order is made before 1 Mar 2010, and should approach the Supreme Court directly.

Before we begin

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Please read the following if you wish to search in the register of Court Orders.

1. Please have the following information / documents ready:
 - i. Full name and NRIC of person searched
 - ii. NRIC copy of person searched
 - iii. NRIC copy of search applicant you are submitting the request for (if you are making the search request on behalf of the search applicant)
 - iv. Reason for search
 - v. Search applicant's proof of relationship with the person searched (e.g. birth / marriage certificate, statutory declaration, letter from lawyer)
2. For search requests for orders granted under the repealed Mental Disorders and Treatment Act, you may wish to file a request to inspect files at the Supreme Court instead for the latest information. For more information, please visit [Supreme Court's website](#).

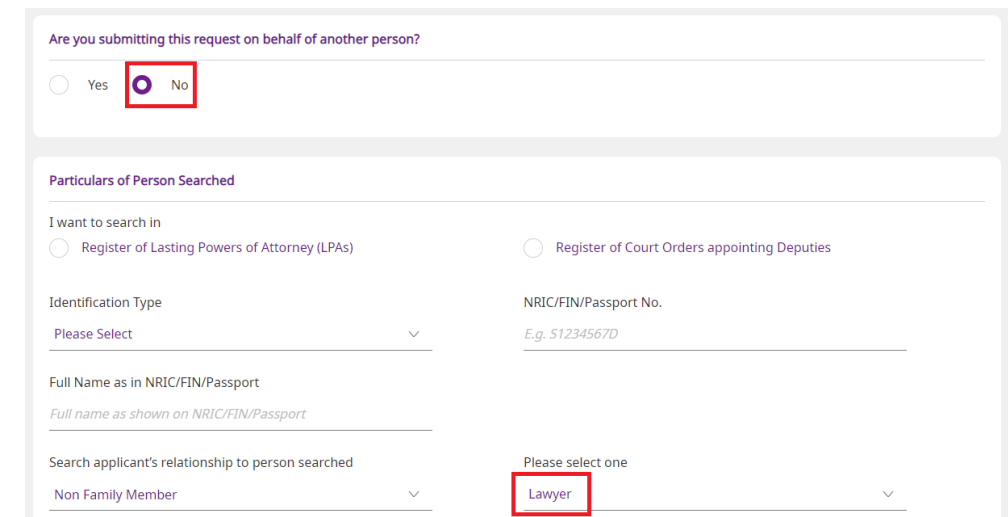
Things to Note

5. [Update] Process for Applicants who are Foreigners

Currently, search representatives are unable to input the ID No. of applicants who are foreigners in the search/certified copy requests.

As OPG works on improving the system friendliness, we seek your assistance to submit search requests involving foreign applicants as follows:

- 1) Submit the request on OPGO with the following options:
 - a. Check “No” for the question on “Are you submitting this request on behalf of another person?”
 - b. Indicate “Non Family Member” and “Lawyer” for the question on “Search applicant’s relationship to person searched”/”CTC applicant’s relationship to Donor”
- 2) Complete and upload the following [Supplementary Form](#) as a supporting document.



Are you submitting this request on behalf of another person?

Yes No

Particulars of Person Searched

I want to search in

Register of Lasting Powers of Attorney (LPAs) Register of Court Orders appointing Deputies

Identification Type

NRIC/FIN/Passport No.

Full Name as in NRIC/FIN/Passport

Search applicant's relationship to person searched

Please select one

Other Best Practices

- You should submit the search/certified copy requests by logging in with CorpPass whenever possible
- You should provide an e-mail address in your request submission, in the event OPG needs to seek further clarification from you.
- You should use your official work e-mail instead of personal e-mail account
- You should check your e-mail regularly for e-mails from OPG
- Ensure that there is sufficient lead time when submitting search requests as it will take at least 3 working days for search/certified copy requests to be approved. Certified copies will require another 5 working days for the AR registered mail to be delivered.

Important information to note

Please be informed that OPG will be **rejecting** all requests for information in OPG's registers and certified copy applications containing these errors from **1 Jan 2025 onwards**, and you will be required to resubmit the request with a fresh payment.

Please refer to the [Quick Reference Guide](#) if you are unsure of the steps required to submit a request in OPG's registers/CTC application.