

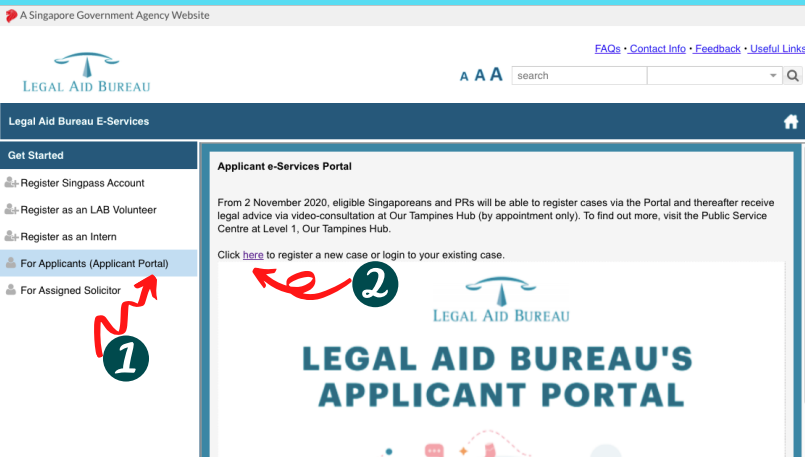
Guide to Registering an Application Online

Access our Applicant Portal at **eservices.mlaw.gov.sg/labesvc/**

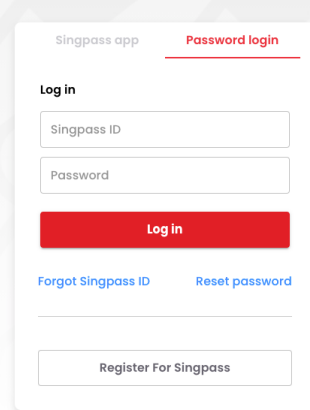
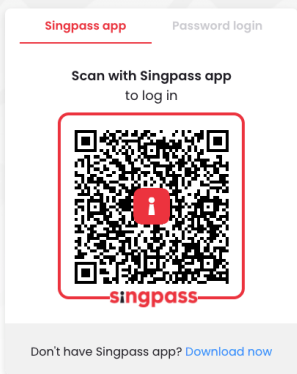
If you are on Mobile, tap on the 3 lines as shown in the photo.
If you are on Desktop, skip to the next step.



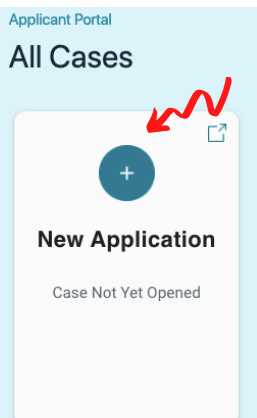
2.) Click on "For Applicants (Applicant Portal)", then click "here" to login to Applicant Portal.



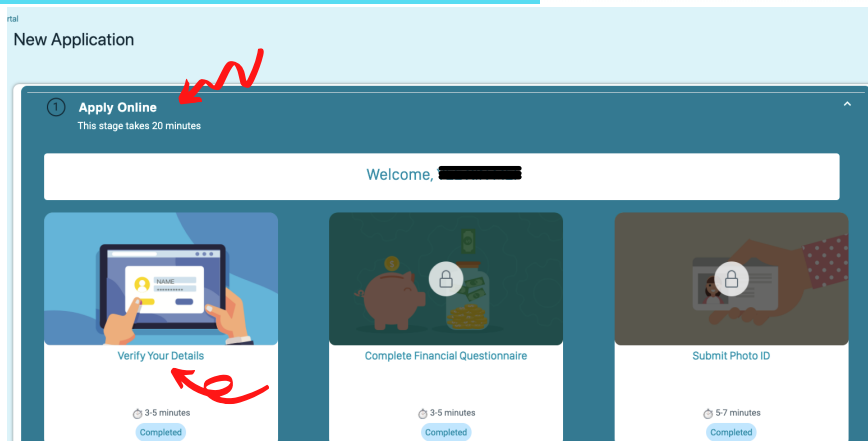
3.) You will need a Singpass account to login. You can either login via the Singpass app or using your Singpass ID and password.



4.) Create a New Application.



5.) Select Apply Online and start by verifying your details.



6.) You will be prompted to consent to retrieving your information from Myinfo.

- Children Birth Records - Birth Cert Number
- Children Birth Records - Name
- Children Birth Records - Sex
- Children Birth Records - Race
- Children Birth Records - Secondary Race
- Children Birth Records - Date of Birth
- Children Birth Records - Dialect
- Children Birth Records - Life Status
- Occupation
- Residential Status
- Passport Number
- Ownership of Private Property Status
- Employer CPF Contributions

Clicking the "I Agree" button permits this digital service to retrieve your data based on the [Term of Use](#).

Cancel I Agree

Contact Details and Preferences

When we need to reach you, we will rely on the contact information below.

Home Office Mobile

Email

How would you like to be contacted?
 SMS Email

I am helping the applicant to apply
 Yes No

The details above are correct

7.) Confirm your details in the relevant sections by clicking on the slider shown. **The box will turn green.** You cannot proceed until you have done so for all sections.

8.) Click on the 'Submit Now' button.

Your details have now been verified and your application is now open!

Wonderful! You have verified all the information.

Declaration of Understanding

I understand that it is an offence to provide false information.

Submit Now →



You've verified your details. Your application is now open.

Will you be able to meet with us by May 10?

Yes, I will be able to.

No, I will not.

Yes, I will be able to.

Great! Please come down during our office hours from 8:30am to 5:00pm. The last registration is at 4:30pm.

Please complete the financial questionnaire today and meet us within 3 days of completing the questionnaire.

If we do not meet within 3 days of completing the financial questionnaire, your application will be deleted.

Would you like to do the questionnaire now? You will need ⌚ 8-10 minutes to complete the form.

Yes, I'll do the financial questionnaire now.

No, I'll do the financial questionnaire later.

9.) You will have to come to Legal Aid Bureau physically within 3 working days. If you are not able to, please continue your application at a later date.

You must complete a Financial Questionnaire before coming.

Please note that if you do not come to LAB within 3 days of completing the questionnaire, your application will be deleted.


10.) Once you are ready to complete the Financial Questionnaire, you may proceed.

- Monthly Income
- Bank Accounts
- Household Income
- Family Income

Continue →

11.) Please answer the questions accurately.

If you are receiving financial assistance from any of the listed schemes, please indicate so. **You will be asked to bring your assistance letter when you attend at LAB.**



Are you receiving assistance from any of the following schemes?

Yes No

a) COMCARE LTA
b) COMCARE SMTA
c) MEDICAL FEE EXEMPTION CARD (MEFC)
d) PUBLIC RENTAL SCHEME (PRS)

12.) Click on the "Submit Now" button.

You have completed your Financial Questionnaire. **Please remember to come to Legal Aid Bureau within 3 working days during our office hours.**

Fantastic! You've answered all the questions.

Declaration of Understanding

I understand honest, accurate answers are required for LAB to determine how they can help me.
 I understand submitting incorrect information may cause delays.

⚠ After you submit, you will not be able to view or change your answers.

Submit Now →


13.) To speed up your application, we recommend that you submit your Photo ID online.

Complete Financial Questionnaire

Your answers have been submitted 🎉. We look forward to meeting with you.


Meet with us within the next 3 days. ⚠️
If we do not meet by 10 May 2021, your application will be deleted. You will have to re-apply and answer these questions afresh.

Would you like to speed up your application by submitting your Photo ID (e.g. NRIC) online now? You will take ⌚ 5-7 minutes.

Yes, I want to submit my Photo ID now. 

No, I want to submit my Photo ID later.



Submit Photo ID



We'll use your Photo ID to verify your identity.

We accept NRIC and passport.

Which type of ID would you like to submit? Submitting your ID will take ⌚ 5-7 minutes.

 NRIC  Passport

14.) You may submit a picture of either your NRIC or Passport.


15.) Please make sure that your name, details, and photo are visible and clear in the images.


Click "Upload" to submit your photo IDs.

Submit Images of Your NRIC

- Your name, details and photo should be visible and clear in the images
- Each image should be smaller than 5MB
- Image should be in colour

Front



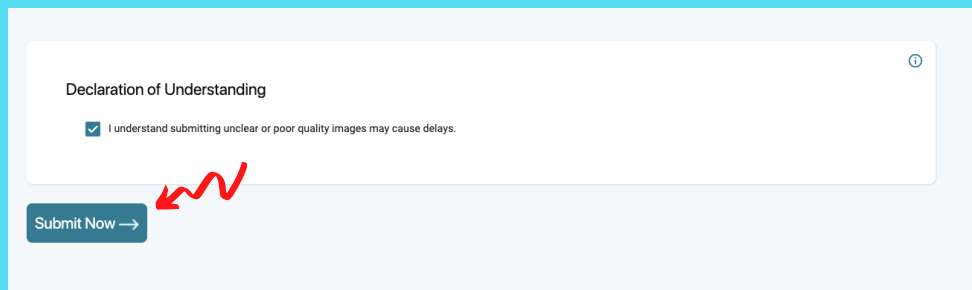
Upload ↕ 

Back



Upload ↕

16.) Complete the process by clicking "Submit Now".



Declaration of Understanding

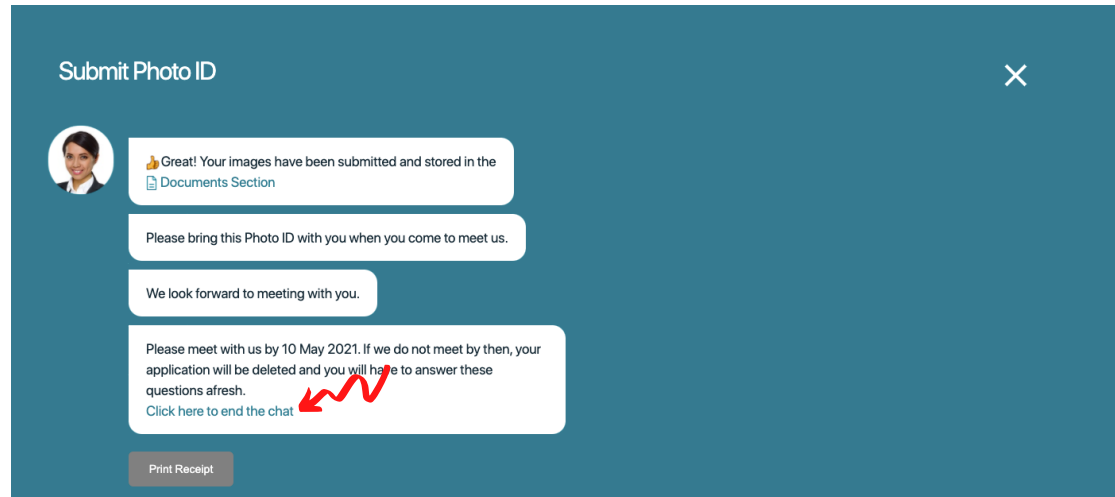
I understand submitting unclear or poor quality images may cause delays.

Submit Now →


A red arrow points to the 'Submit Now' button.

17.) Congratulations!
You have successfully
registered online.

You may end the chat.



Submit Photo ID

 Great! Your images have been submitted and stored in the Documents Section

Please bring this Photo ID with you when you come to meet us.

We look forward to meeting with you.

Please meet with us by 10 May 2021. If we do not meet by then, your application will be deleted and you will have to answer these questions afresh.
Click here to end the chat

Print Receipt

A red arrow points to the 'Click here to end the chat' link.