

# **ONLINE SEARCH APPLICATION CREATOR**

## ***QUICK GUIDE***

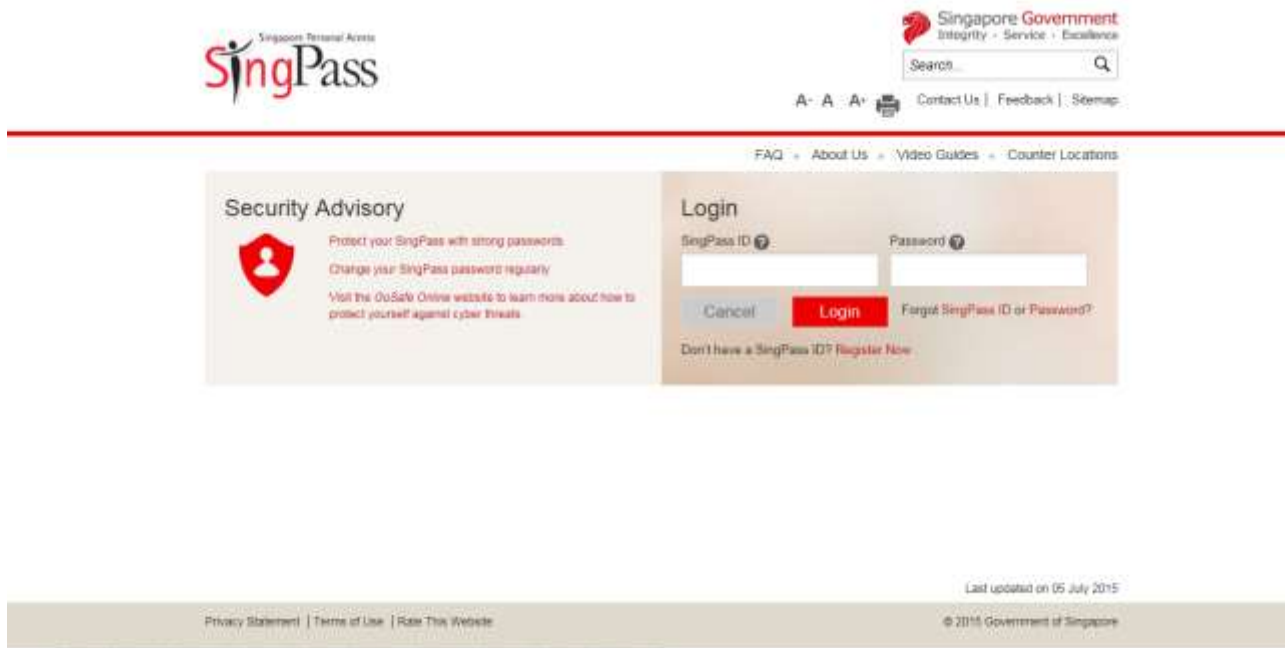
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### **PURPOSE**

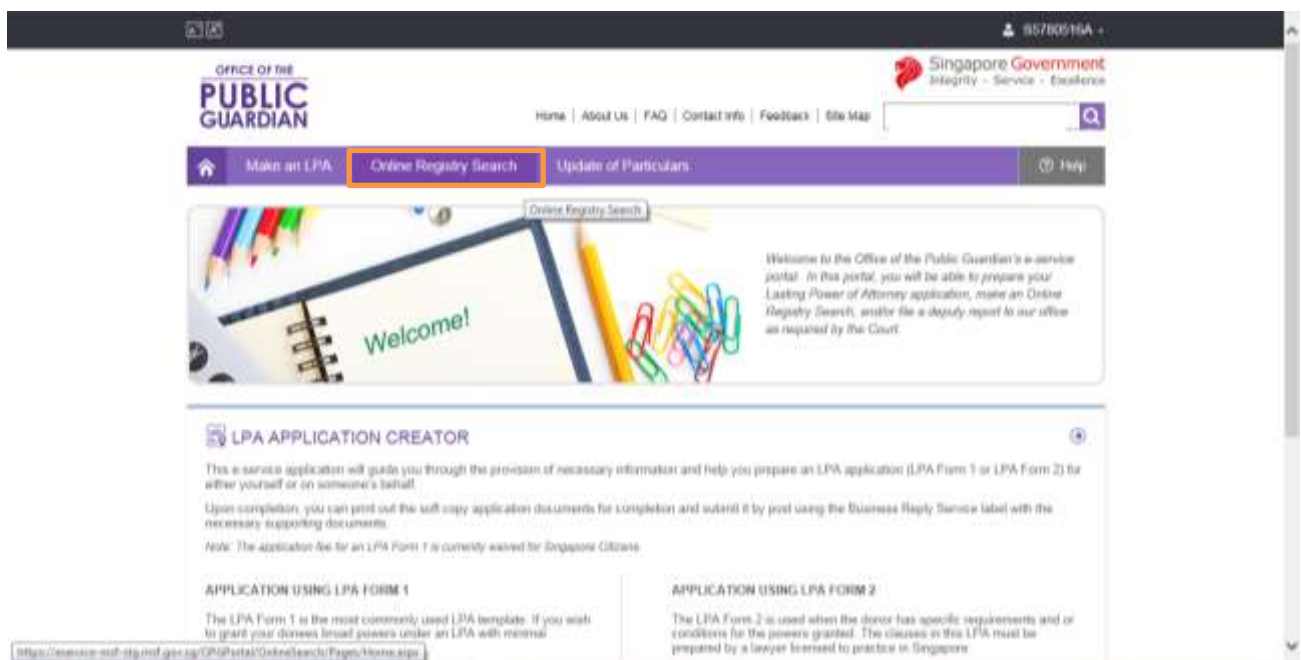
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This guide provides a step by step guide with regard to the preparation of a search application in the e-portal for the registers for registered Lasting Powers of Attorney (LPAs), deputies appointed by the court and certified copy of a registered LPA.

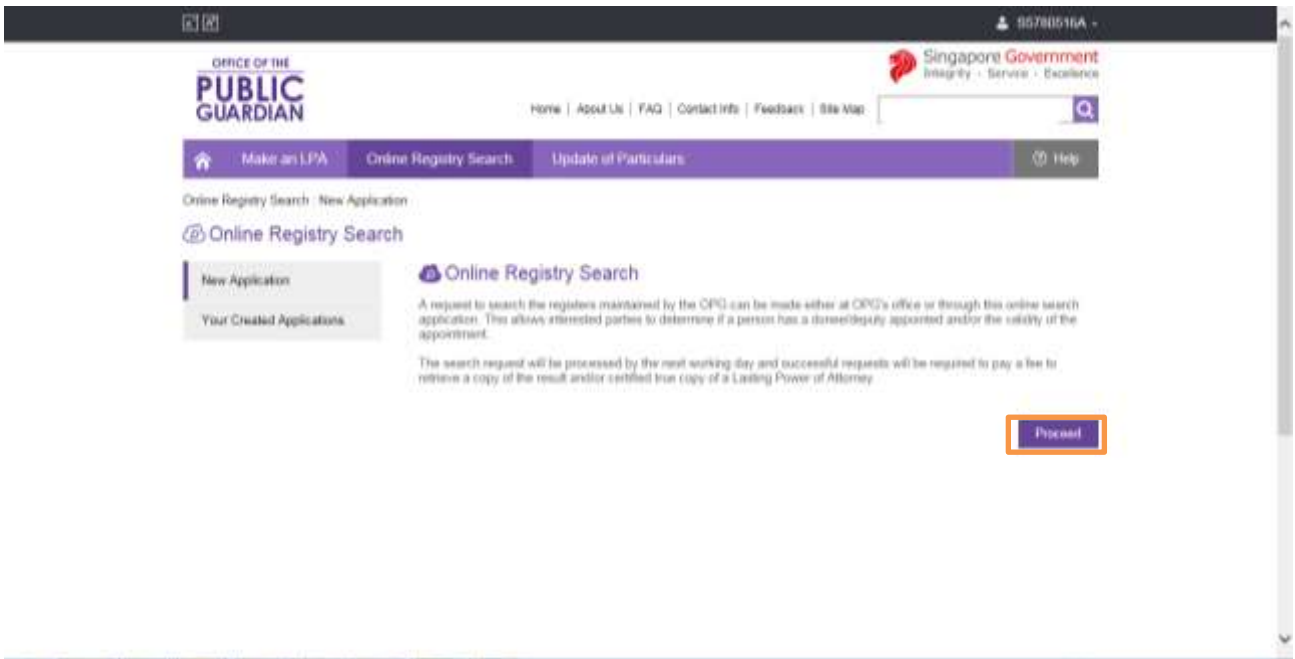
1. Login to e-portal using your Singpass username and password.



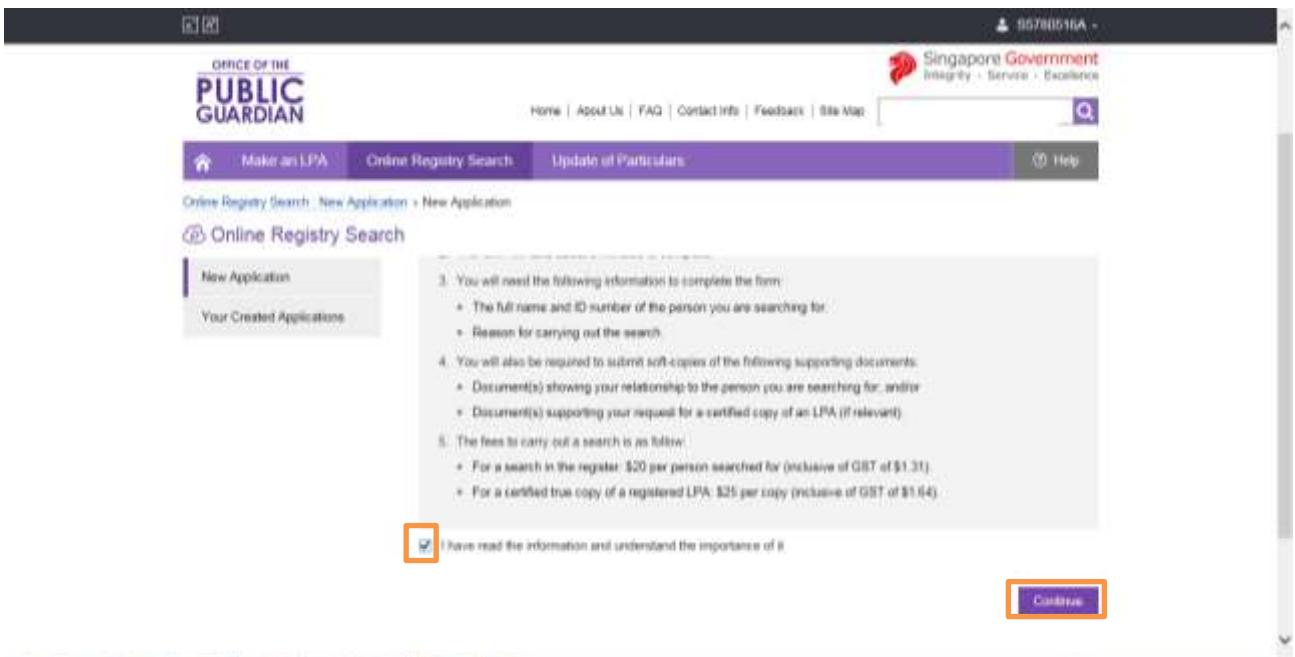
2. Click “Online Registry Search”.



3. Click “Proceed”.



4. After reading the information, click ‘I have read the information and understand the importance of it.’  
Click “Continue”.

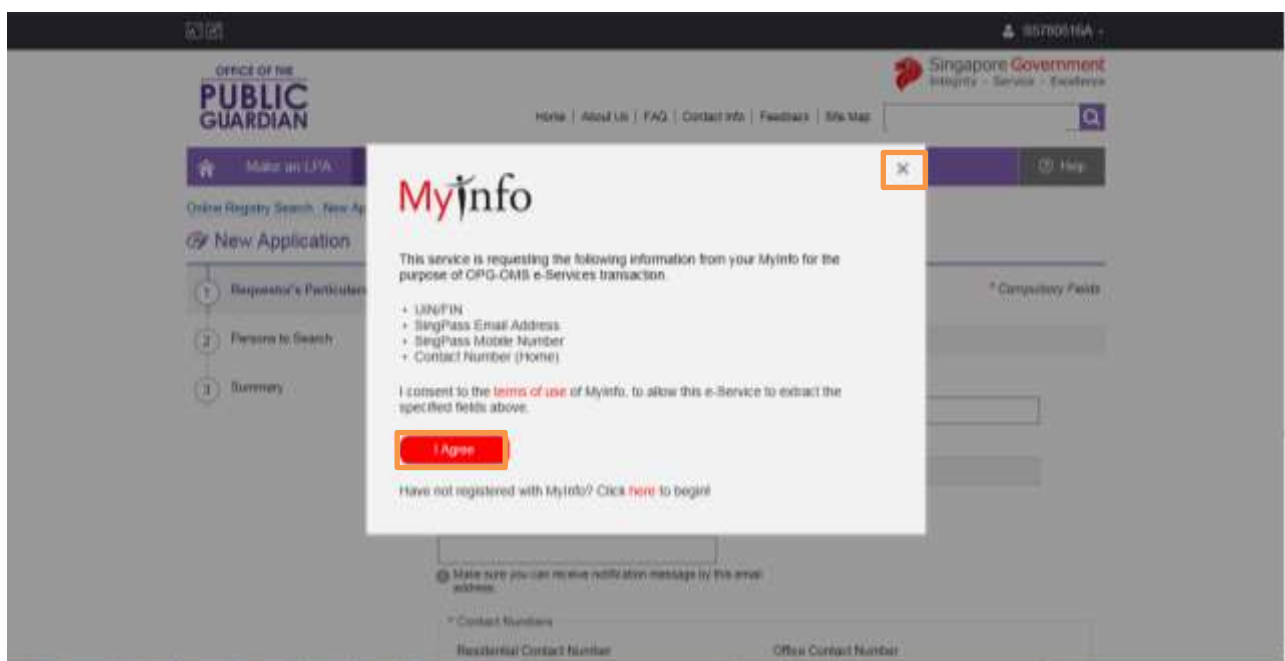


5. When you start completing the application, a consent form may pop up based on your role in the LPA to be prepared. This consent will be for OPG to utilise specific information from MyInfo to populate the relevant fields in the form.
  - a. If you are registered with MyInfo and wish to proceed, you may indicate your consent by clicking “I Agree”.
  - b. If you do not have a MyInfo account or do not wish for OPG to retrieve your data, click “X” and proceed to provide the required information in the data fields.
  - c. You may also at any time reset or retrieve your MyInfo data during the form filling by clicking “Retrieve MyInfo”.

*\*Note: A red asterisk (\*) indicates a mandatory field.*

*\*Note: Registering for a MyInfo account*

*In order to register for a MyInfo profile, an individual must have a valid SingPass account. You can register for and create a MyInfo profile via [www.singpass.gov.sg/myinfo](http://www.singpass.gov.sg/myinfo)*



6. Fill up Requestor's Particulars.

Note: A red asterisk (\*) indicates a mandatory field.

The screenshot shows the 'Requestor's Particulars' form. On the left is a progress indicator with three steps: 1. Requestor's Particulars (active), 2. Persons to Search, and 3. Summary. The main form area is titled 'Requestor's Particulars' with a red asterisk and 'Mandatory Fields'. Under the 'My Details' section, there are several fields: 'Salutation' (dropdown menu with '[Select a Salutation]'), 'Full Name as in ID' (text input), 'Identification Type' (dropdown menu with 'NRIC'), 'Identification Number' (text input with 'S6780516A' and 'Example: S1234567D'), 'Email Address' (text input with a note: 'Make sure you can receive notification message by this email address.'), and 'Contact Numbers' (a container for 'Residential Contact Number' and 'Office Contact Number').

Indicate if search is done on behalf of another person. Click "Next".

This screenshot shows the 'Requestor's Particulars' form at a later stage. The 'Contact Numbers' section is expanded, showing 'Residential Contact Number' and 'Mobile Contact Number' (each with a dropdown for '+65' and a text input), and 'Office Contact Number' (with a dropdown for '+65' and a text input). Below this is the question 'Search on Behalf of Another Person?' with radio buttons for 'Yes' and 'No'. At the bottom of the form are buttons for 'Remove Myself', 'Reset', 'Save as draft', 'Next' (highlighted with an orange border), and 'Cancel'. The footer contains 'Privacy Statement', 'Terms of Use', 'Rate This Site', '© 2015, Government of Singapore', and 'Best viewed using IE 9 & above'.

7. Indicate
  - a. Person is a (?) (This will generate the type of search request field)
  - b. Particulars of Person(s) to Search.

*\*Note: A red asterisk (\*) indicates a mandatory field.*

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Home | About Us | FAQ | Contact Info | Feedback | Site Map

Make an LPA | Online Registry Search | Update of Particulars | Help

Online Registry Search · New Application · New Application

New Application

1 Requestor's Particulars  
2 **Persons to Search**  
3 Summary

**Persons to Search** \* Compulsory Field  
+ Add another Person

Person 1

\* Person is a:  
 Donor  Person for Whom Deputy has been Appointed

\* Full Name as in ID  
[Text Input Field]

\* Identification Type  
NRIC

\* Identification Number  
[Text Input Field]  
Example: 91234567D

\* Applicant's Relationship to the Person Searched  
[Select a Relationship]

\* Reason for this Request  
[Text Input Field]

8. Indicate applicant's "Relationship to the Person Searched" and "Reason for the Request".

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Home | About Us | FAQ | Contact Info | Feedback | Site Map

Make an LPA | Online Registry Search | Update of Particulars | Help

Online Registry Search · New Application · New Application

New Application

1 Requestor's Particulars  
2 **Persons to Search**  
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**Persons to Search** \* Compulsory Field  
+ Add another Person

Person 1

\* Person is a:  
 Donor  Person for Whom Deputy has been Appointed

\* Full Name as in ID  
[Text Input Field]

\* Identification Type  
NRIC

\* Identification Number  
[Text Input Field]  
Example: 91234567D

\* Applicant's Relationship to the Person Searched  
[Select a Relationship]

\* Reason for this Request  
[Text Input Field]

Options for Search Result

9. Select if you are applying for a fee waiver. Upload support documents e.g. NRIC scans and documents indicating relationship. Click “Next >”.

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Home | About Us | FAQ | Contact Info | Feedback | Site Map

Make an LPA | Online Registry Search | Update of Particulars | Help

Online Registry Search · New Application · New Application

New Application

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Options for Search Result

Apply for a Waiver?  No  Yes

Supporting Document

Upload Supporting Document

No.	Attachment	Category	Action
There is no attachment to show at this time			

Reset | Save as draft | < Previous | Next > | Cancel

10. Go through summary to countercheck details, click “Submit”.

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Home | About Us | FAQ | Contact Info | Feedback | Site Map

Make an LPA | Online Registry Search | Update of Particulars | Help

Online Registry Search · New Application · New Application

New Application

- 1 Requestor's Particulars
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Summary

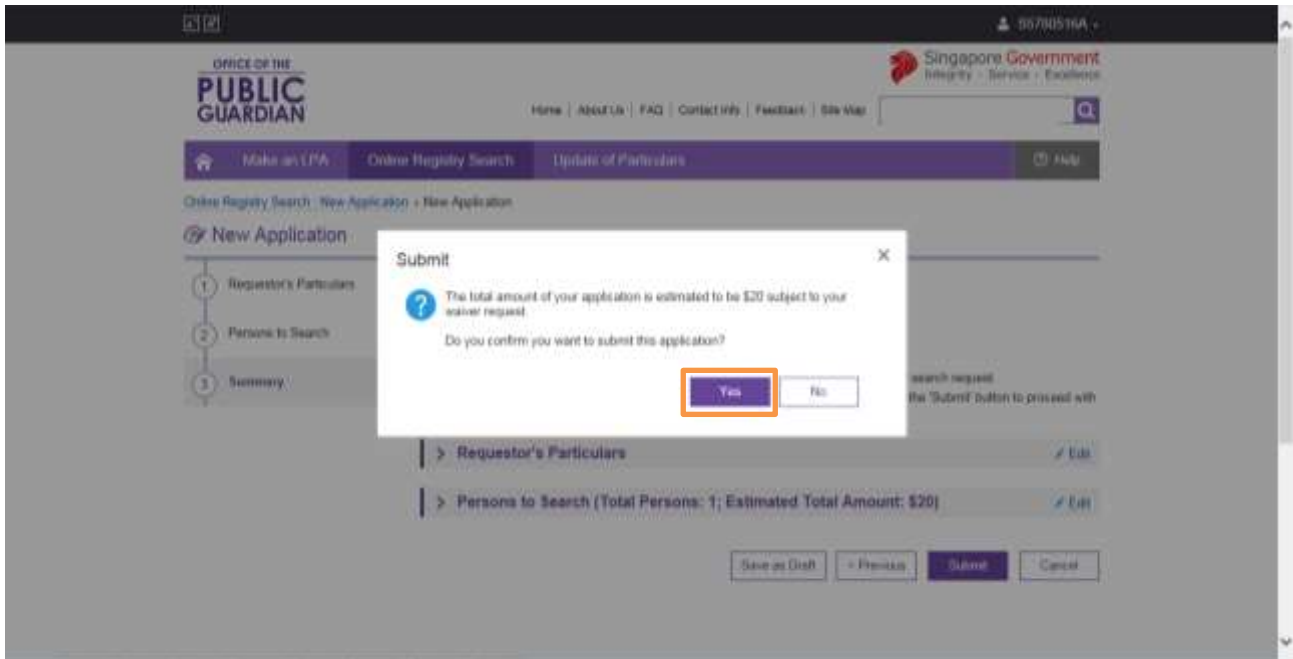
Please note that upon submission will be processed within the next working day.  
An email will be sent to the email address provided once the request has been processed.  
Should clarifications be required, an OPG staff will contact you at the numbers provided.  
Please note that a payment will have to be made before you can retrieve the result of your search request.  
You may wish to review the information provided in the summary below before clicking on the 'Submit' button to proceed with your request.

> Requestor's Particulars [Edit](#)

> Persons to Search (Total Persons: 1; Estimated Total Amount: \$20) [Edit](#)

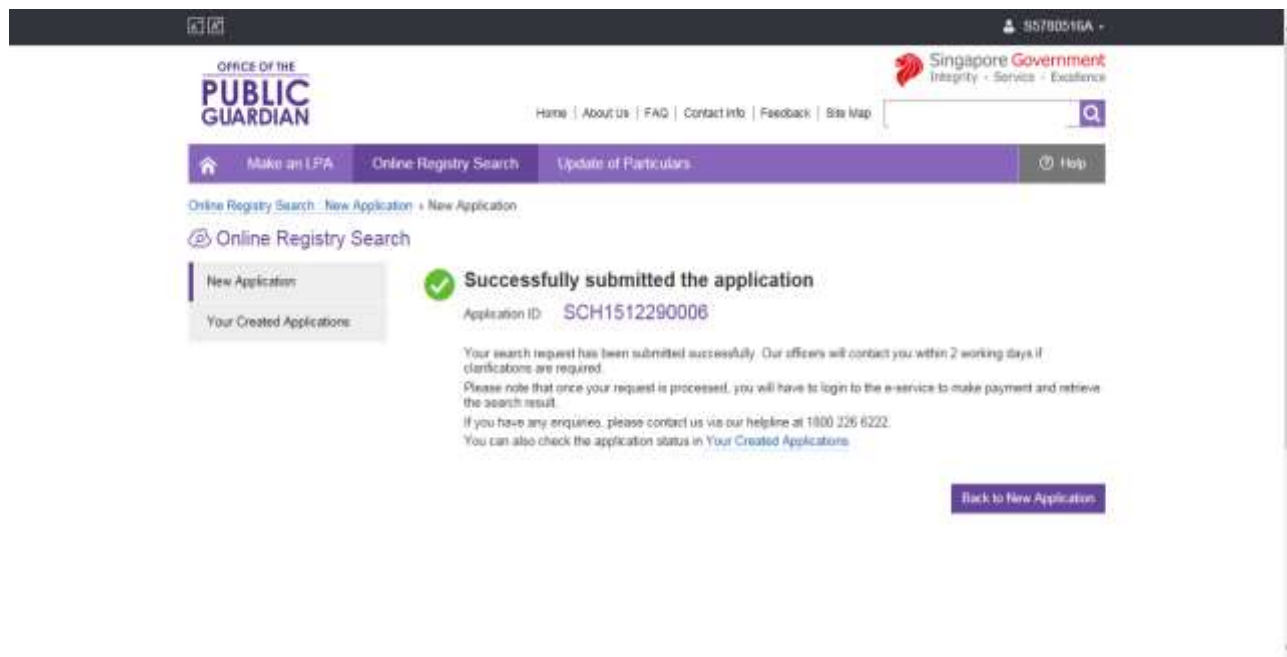
Save as Draft | < Previous | Submit | Cancel

11. Click “Yes”.





12. Upon submission, an acknowledgment email will be sent to the email provided.



Dear Sir/Madam,

**ONLINE REGISTRY SEARCH APPLICATION**

We acknowledge receipt of your search made via our Online Registry Search Application on 29 December 2015 (Application ID SCH1512290006).

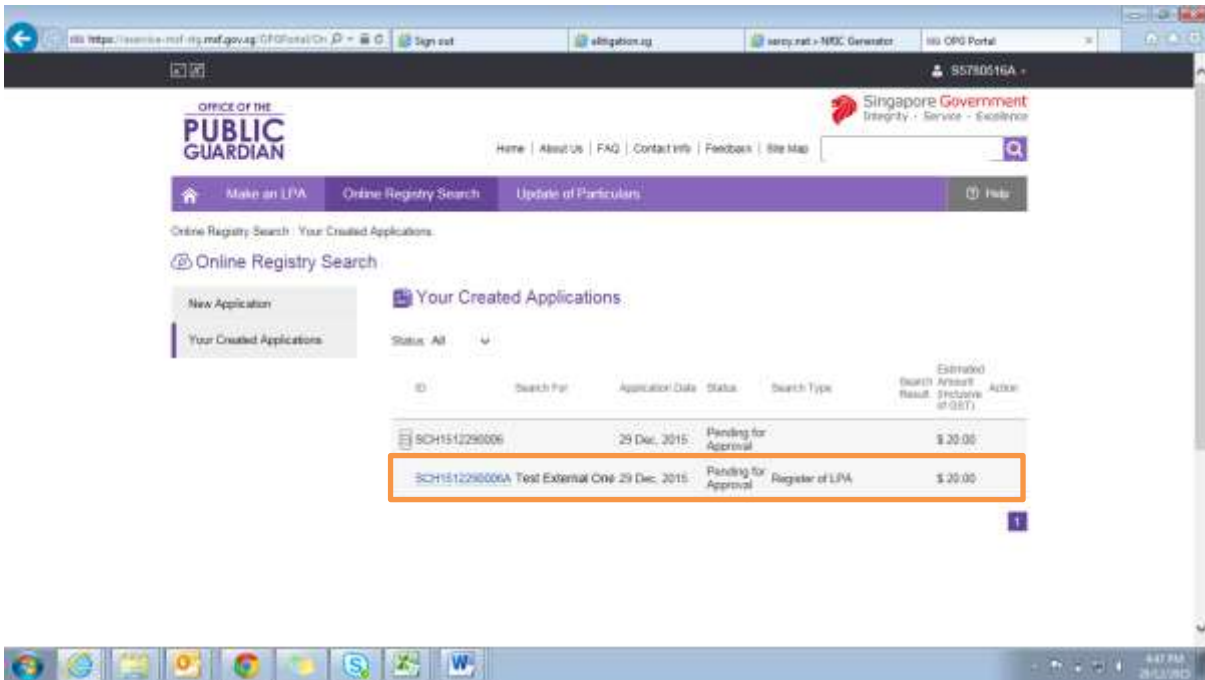
- 2 Kindly note that your search request will be processed within 2 working days. Our officers will contact you if clarifications are required.
- 3 Please note that once your request is approved, you will have to login to the e-service to make payment and retrieve the search result.
- 4 If you have any enquiries, please contact us via email at [enquiry@publicguardian.gov.sg](mailto:enquiry@publicguardian.gov.sg) or our helpline at 1800 226 6222.

Thank you.

Yours sincerely,

Office of the Public Guardian  
Ministry of Social & Family Development

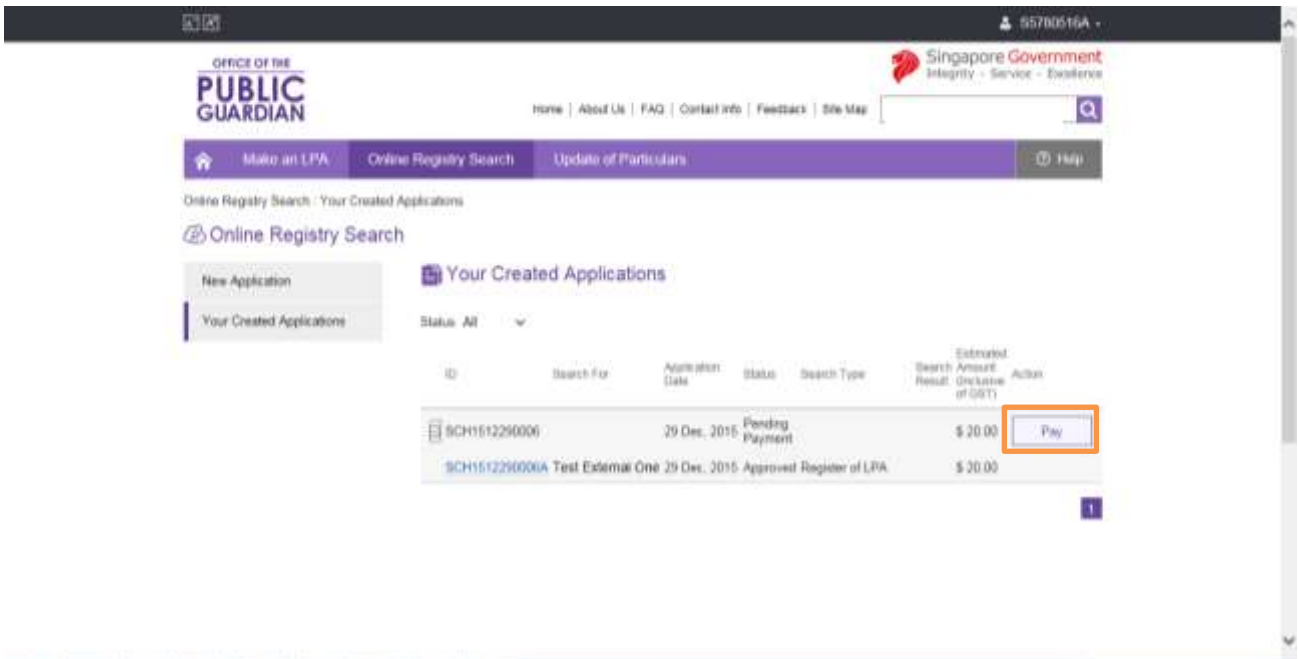
13. You will be able to view the status of your created applications upon submission.



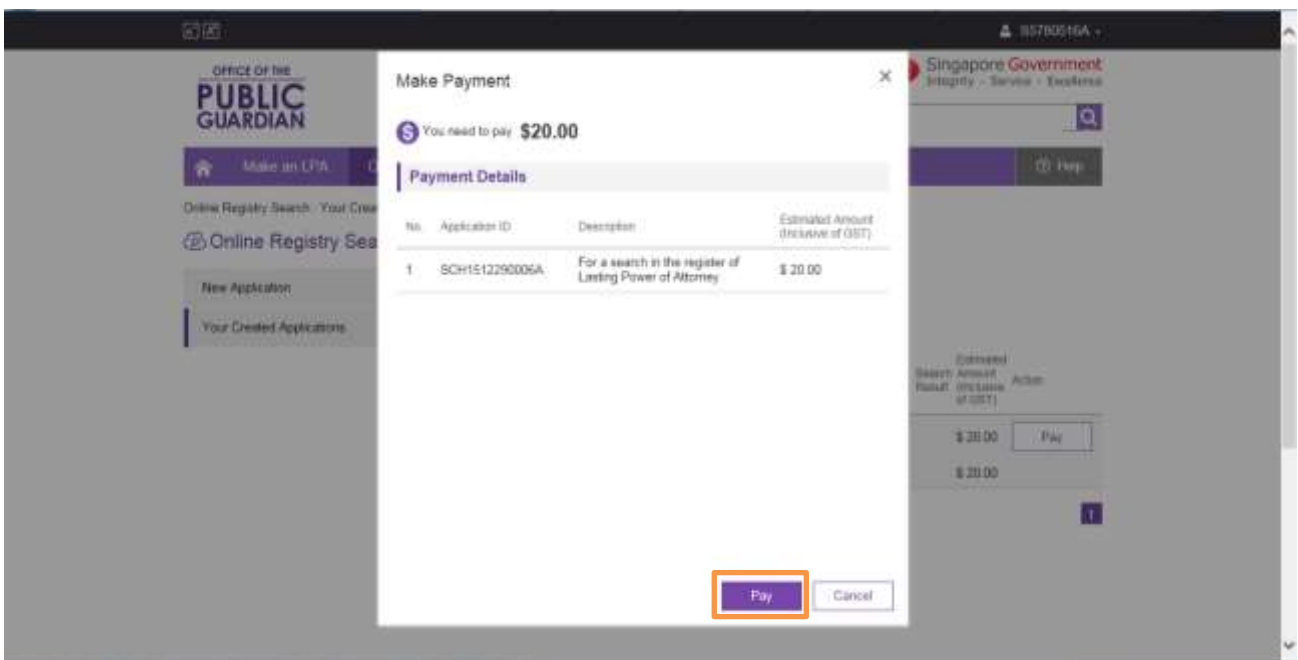
14. After OPG has processed the search application, an email will be sent to the email provided.



15. To make payment, navigate **Online Registry Search > Your Created Applications**. Click “Pay”.



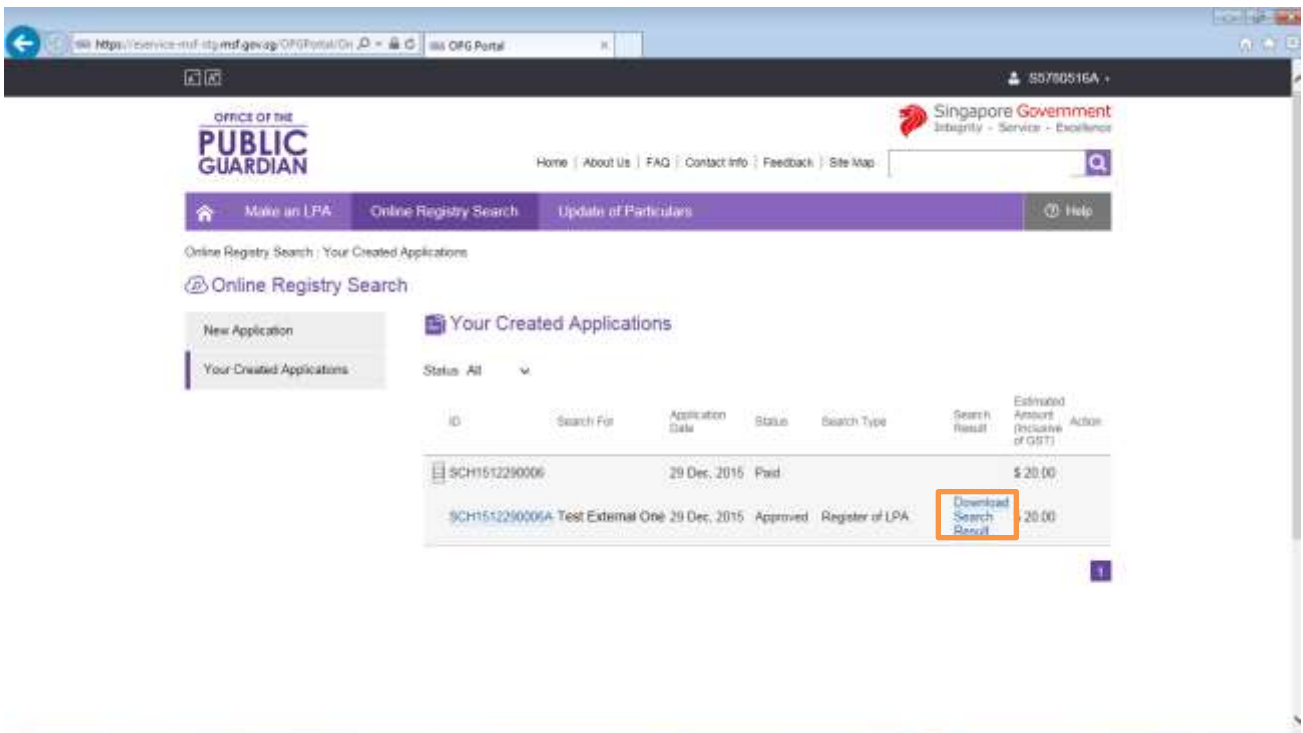
16. Click “Pay”.



17. In the eNETS pop-up window, fill in credit/debit card details. Select the check box after reading the terms and conditions. Click “Submit”.



18. After payment is made, click “Download Search Results”.



End of Document