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## E-Services Guide to Fire Certificate Applications

Dear Sir or Madam

From January 2017 onwards, you are required to submit the Fire Certificate (FC) application or renewal via our e-Services platform. The following details out the necessary steps:

1. Log on to the SCDF website at <https://www.scdf.gov.sg>
2. Go to Fire Safety > e-Services > Fire Safety Permit and Certification > Fire Certificate, and click 'Apply.'
3. Select the type of application, enter the FC Reference number (e.g. FCP/I/XXXX/XX or FCP/ /XXXX/XX etc) and click 'Next.'
4. Enter the filer's information – this is the details of the person using the e-Services platform to submit the FC application or renewal. Click 'Next.'
5. Confirm the building and owner details. Check the types of Fire Protection Systems present at your premises, and the date of testing conducted. Click 'Next.'
6. Attach application forms FC-01, FC-02 and FC-03 (FC-04 if applicable), and click 'Next.'
7. Check to see if there are any changes to be made. If so, click 'Amend,' otherwise click 'Next.'
8. This is the acknowledgement page. Your FC application or renewal has been submitted successfully and is pending payment via GIRO\* or Credit/Debit card. Please save a copy of the acknowledgement letter, and proceed by clicking on 'Make Payment.'
  - a. If payment is not received after 7 working days, your submission will be rejected and you will be required to resubmit. For all payments, please ensure your pop-up blockers are disabled.

**\*For GIRO payments, you are required to click on 'Make Payment.' Please have your GIRO Customer Reference Number ready.**

**\*\*If you encounter any error code during payment after receiving the acknowledgement letter, please go to the SCDF website, under e-Services > General > Payment > Apply, to make payment separately.**



**SCDF – A member of the Home Team**

HQ SINGAPORE CIVIL DEFENCE FORCE, 91 UBI AVENUE 4, SINGAPORE 408827