



**ICA**  
Securing Our Borders,  
Safeguarding Our Home

ICA Building  
10, Kallang Road #08-00  
Singapore 208718  
(Next to Lavender MRT Station)  
<https://www.ICA.gov.sg>

## DOCUMENTS REQUIRED TO BE PRODUCED

### (A) FORMS

- Completed Personal Particulars Form
- Thumbprint impression form, duly completed and notarized – Please ensure clear prints and roll prints are taken

### (B) PERSONAL INFORMATION

- Recent Photo taken in the last 6 months
- Singapore Birth Certificate – explanation letter if not furnished
- Singapore Identity Card – explanation letter if not furnished
- Singapore Passport or any other Singapore travel document– explanation letter if not furnished
- Deed Poll, Change of Name document, Baptism certificate (if applicable).
- Employer’s letter certifying occupation, salary, and date of joining.
- Education papers: - School report book, school leaving certificate, examination certificate, diploma, degree, testimonial, certificate of merits, etc
- Medical papers: - Certificate of Successful Vaccination, Certificate of Inoculation of child against Diphtheria, International Certificate of Vaccination or Revaccination against Cholera, International Certificate of Vaccination or Revaccination against Smallpox, Hospital discharge cards, etc
- Adoption certificate (if applicable)
- Doctor’s memo indicating current medical condition (if hospitalised)

### (C) RESIDENCY INFORMATION

- Letter from Foreign Authority indicating type of stay in the foreign country e.g. Citizen, PR, Visit pass etc or reason for detention.
- Documents pertaining to stay in Foreign Country e.g. Identity Card, Passport, Citizenship Certificate, Permanent Resident Card, Resident visa etc. Please ensure latest valid document information is submitted.
- A letter stating how you have continued to reside in the foreign country to-date and also an account of the events of your life while residing there including (i) when and how did you enter the foreign country (ii) using what travel document (iii) who you are currently residing with in the foreign country
- A letter stating the reason for departure from foreign country and plans after departing foreign country

#### (D) FAMILY INFORMATION

<ul style="list-style-type: none"><li>• Your Spouse (if applicable)<ul style="list-style-type: none"><li>- Marriage and divorce documents</li></ul></li></ul>
<ul style="list-style-type: none"><li>• You Children (if applicable)<ul style="list-style-type: none"><li>- Birth certificates</li><li>- Identity cards</li><li>- Travel Documents,</li><li>- Citizenship certificates</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Household Register of family (if applicable)</li></ul>
<ul style="list-style-type: none"><li>• Your Parents<ul style="list-style-type: none"><li>- Marriage Certificate</li><li>- Identity Card</li><li>- Passport</li><li>- Death certificate (if deceased)</li><li>- Divorce certificate (if divorced)</li></ul></li></ul>
<ul style="list-style-type: none"><li>• You Siblings (if applicable)<ul style="list-style-type: none"><li>- Birth Certificates</li><li>- Identity cards</li><li>- Travel Documents</li></ul></li></ul>

#### (E) OTHER INFORMATION

<ul style="list-style-type: none"><li>• Any family members/relatives in Singapore that you are in contact with. If so, to provide details (name, relationship, and contact) for ICA to contact them and arrange for interview.</li></ul>
<ul style="list-style-type: none"><li>• Any other documents to support the claim that you are the said person</li></ul>
<ul style="list-style-type: none"><li>• ICA may request for more information, documents, or clarification as required</li></ul>

#### (F) FEES

<ul style="list-style-type: none"><li>• A non-refundable processing fee of S\$240/- in Singapore currency under the Fees (Citizenship Certificate etc.) Order is required for the processing of your case. Payment can be made via overseas mission. Alternatively you may also nominate someone in Singapore to pay on your behalf at ICA building. Payment can be made by Credit Card or NETS. <b>This fee is non-refundable regardless of outcome,</b></li></ul>
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## PERSONAL PARTICULARS FORM

### SECTION I: Biodata Information

<b>Name as per Singapore Identity Card (IC)</b>	(Please indicate Singapore Birth Certificate/ Citizenship Certificate name if not issued with IC)		
<b>IC / Singapore Birth Certificate Number</b> (Indicate NIL if not applicable)		<b>Citizenship Certificate Number</b> (Indicate NIL if not applicable)	
<b>Date of Birth</b>		<b>Place of Birth</b>	
<b>Gender</b> (Select appropriate)	Male/ Female	<b>Marital Status</b> (Select appropriate)	Single/ Married/ Widowed/ Divorced
<b>Race</b>		<b>Religion</b>	
<b>Overseas Address</b>			
<b>Singapore Address</b> (Indicate NIL if not applicable)			
<b>Phone Number</b>		<b>Email Address</b>	
<b>National Service (NS) Status</b> (Select Appropriate)	Full Time Serviceman/ Nsmen / Exempted / Not Applicable	<b>Are you prepared to serve NS if you have not done so?</b>	Yes / No

### SECTION II: Foreign Residency Information

<b>Foreign Citizenship Information</b> (Complete only "Other Residency Information" if you do not have foreign citizenship)			
<b>Foreign Citizenship/ Nationality</b>		<b>Date Foreign Citizenship Attained</b>	
<b>Foreign Citizenship Certificate Number</b>		<b>Foreign Citizenship Certificate Type</b> (e.g. descent, birth etc)	
<b>Explain how Foreign Citizenship was obtained</b>			

<b>Are you prepared to renounce your foreign citizenship in order to retain Singapore Citizenship?</b>		Yes / No	
<b>Foreign Identity Card Information</b> (Indicate NIL if not applicable)			
<b>Foreign Identification Card Number</b>		<b>Date of Issue</b>	
<b>Foreign Passport Information</b>			
<b>Foreign Passport Number</b>		<b>Foreign Passport Date of Expiry</b>	
<b>Current Foreign Passport Application Date</b>		<b>Foreign Passport Date of Expiry</b>	
<b>List Countries entered using Foreign Passport and dates</b>	<b>Country</b>	<b>Date</b>	<b>Country</b>
<b>Exercising the Rights of Foreign Citizenship</b>			
<b>Number and date of foreign elections held since you obtained foreign citizenship</b>			
<b>Date of foreign elections where you have voted.</b>			
<b>If you have never voted in a foreign elections, explain why</b>			
<b>Other Residency Information</b>			
<b>When did you last visit/ leave Singapore?</b> (To be completed by all)			
<b>When do you plan to return to Singapore for permanent stay?</b> (To be completed by all)			
<b>If you are not a citizen of a foreign country, how have you resided overseas to date?</b> (To be completed only if you do not have foreign citizenship. Explain the type of pass/ status you hold in the foreign country)			

**SECTION IV: Education Information**

Level	Year		School/Institution Name	Qualification Obtained	Country/Place Obtained
	From	To			
Primary					
Secondary					
A Levels or Equivalent					
Diploma					
Degree					
Others					

\*Indicate Nil where appropriate

**SECTION V: Employment History (Last 10 Years)**

Name of Employer	Occupation	Country/Place of Employment	Period of Employment		Salary
			From	To	

\*Indicate Nil where appropriate

**SECTION VI: Family Information - Please use additional sheets if necessary (include deceased family)**

<b>Name</b>	<b>Relationship (Mother/Father/Sister/ Brother/Spouse/Child)</b>	<b>Singapore IC / Birth Cert Number</b>	<b>Date of Birth</b>	<b>Place of Birth</b>	<b>Citizenship(s) Held</b>	<b>Present Address/ Whereabouts</b>	<b>Name of Employer Occupation/Salary</b>

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



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**THUMBPRINT IMPRESSION FORM**

Name ..... Locus .....

Taken By ..... Date .....

**ROLLED IMPRESSIONS OF RIGHT HAND**

1.- Right Thumb	2.- Right Thumb	3.- Right Thumb	4.- Right Thumb	5.- Right Thumb

(Fold) \_\_\_\_\_ (Fold)

**IMPRESSIONS OF LEFT HAND**

1.- Left Thumb	2.- Left Thumb	3.- Left Thumb	4.- Left Thumb	5.- Left Thumb

P.T.O

**IMPRESSIONS OF BOTH HANDS**

LEFT HAND Plain Impression of the four fingers taken simultaneously	Plain Impression of THUMBS simultaneously		RIGHT HAND Plain Impression of the four fingers taken simultaneously
	LEFT	RIGHT	

(Fold) \_\_\_\_\_ (Fold)

CID/CRO/SC/

Compared by .....

Date .....