



APPLICATION FOR SINGAPORE BIOMETRIC PASSPORT (BY POST/DEPOSIT BOX)

Passport Fee: \$70 (After \$10 rebate for applications made by post/
deposit box)

Paste your non-returnable
passport-sized
colour photograph with
white background
here
(Note: Photo must be taken
within the last 3 months,
otherwise there may be a
delay in processing of the
passport application)
(Do not fold or staple)

This form may take 3 minutes to complete.
You will need the following information to complete the form:

- Applicant's NRIC No./Birth Certificate (BC) No./Citizenship Certificate (CC) No.
- Applicant's Date of Birth and Place of Birth
- Applicant's Address and Contact No.
- Credit/Debit Card No. and Expiry Date
- Parent /Legal Guardian's NRIC No. (If applicable)

PART I – PARTICULARS OF APPLICANT

Name in BLOCK LETTERS as in Identity Card (NRIC), Birth Certificate (BC) or Citizenship Certificate (CC)
[Please Underline Your Surname/Family Name (if applicable)]

NRIC/BC/CC No:	Date of Birth:	Place of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
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Address:	Telephone No: _____ (H) _____ (HP) _____ (O) Email Address: _____
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PART II – DECLARATION AND CONSENT (Note: This part must be completed, including all relevant boxes ticked, otherwise there may be a delay in the processing of the passport application)

I declare that:

(a) The particulars and information, including documents, furnished by me in respect of this application are true and correct to the best of my knowledge and belief, and that I have not wilfully suppressed any material fact.

(b) I am/The child is a citizen of Singapore.

(c) # I / The child have/has have not/has not acquired the citizenship of another country.
Please state country, if applicable: _____

(d) # I am applying for a passport because my/my child's current passport
 is lost is damaged is due to expire/expired has no more pages Others: _____

(e) # I wish to pay by Visa MasterCard Credit/Debit American Express Card The details of the Card are:
Account No:

Name of Cardholder: _____ Card Expiry Date: _____ (mm/yy) Amount Payable: **\$70.00**

To be completed by parent/legal guardian of applicants below 16 years old:

(f) I, _____, holder of NRIC No. _____, being the Parent/Legal Guardian, consent to the application of the passport by the applicant.

_____ Date
Signature of Applicant/Parent/Legal Guardian
(NB: If applicant is below 16 years old, this part is to be completed by the parent/legal guardian)

Please tick (✓) in the appropriate box

PART III – FOR OFFICIAL USE

System Outcome: <input type="checkbox"/> Issued <input type="checkbox"/> Pending	P/
Decision: <input type="checkbox"/> Issued <input type="checkbox"/> Rejected <input type="checkbox"/> Withdrawn	Passport Clerk: Date:
Remarks:	Passport Officer: Date:
	Date of Issue: Date of Expiry:

NOTES TO APPLICANT

1. Application Form

This form is to be completed for an application made by post/deposit box only. For passport applications made by post, you can mail your application form to Immigration & Checkpoints Authority (ICA), Passports Unit, 2nd Storey, ICA Building, 10 Kallang Road, Singapore 208718. Alternatively, drop the completed application form in the deposit boxes located outside the ICA Building or at Levels 1, 2 and 3 of the building. If you are applying in person at the counter, a personalised application form will be printed for you when you call at ICA's Passports Unit. Singaporeans submitting their applications by post/deposit box are entitled to a \$10 rebate and will only pay \$70 instead of \$80 for the passport. Once the application is submitted to ICA, it cannot be withdrawn and no refund will be given.

2. Eligibility

Only a Singapore citizen may apply for a Singapore Passport.

3. Lost / Damaged Passport

If you have lost or damaged your passport, you must report the loss or damage immediately to ICA. A police report is required only if the loss of your passport was due to you being a victim of crime. Otherwise, you may execute a Statutory Declaration when you report the loss or damage of your passport at ICA. The passport reported lost/damaged will be invalidated with immediate effect and can no longer be used for travelling. If you recover your lost passport, you must surrender the said passport to ICA in person for cancellation within 14 days. Failure to surrender such a recovered passport is an offence punishable by fine or imprisonment or both.

4. Replacement Fee

If your current passport is lost or damaged, an additional non-refundable fee of \$50/- is payable for the first replacement and \$100/- for subsequent replacements. The replacement fee is in addition to the passport fee.

5. Please submit your application to:

- (a) Immigration & Checkpoints Authority, Passports Unit, 2nd Storey, ICA Building, 10 Kallang Road, Singapore 208718; or
- (b) The nearest Singapore Overseas Mission if you are abroad.

6. Photograph

Paste one passport-sized photograph in the space provided on the top right hand corner of the form. The photograph must be in colour and shall be:

- (i) Sharp and clear, 35 mm wide by 45 mm high without border and taken within the last 3 months;
- (ii) Taken full face with you looking directly at the camera with head straight and eyes open with no hair across and/or covering your eyes and eyebrows. Both edges of your face and the top of your shoulder must be clearly shown. You must not look over any shoulder and your head must not be tilted;
- (iii) Taken with the image of your face measuring between 25 mm and 35 mm from chin to crown of head;
- (iv) Taken without wearing any hat or other head covering, unless you habitually wear a hat or head covering in accordance with your religious or racial custom. If any such hat or head covering is worn, it should not be white and the photograph must still be a full frontal view of your head and shoulders, showing your facial features in entirety with eyes open and clearly visible;
- (v) If you wear glasses, the photograph must show your eyes clearly with no flash reflection off the glasses. The frames shall not cover any part of your eyes. Tinted glasses and sunglasses are not allowed;
- (vi) Taken with uniform lighting with no flash reflections, no shadows, no uneven bright spots on the face and no red eyes;
- (vii) Of white background, except where your hair is white, the background must be light grey;
- (viii) The photograph must show you alone with no chair back, toys or other persons visible;
- (ix) The photograph must be printed on high quality paper at high resolution with a matt or semi-matt finish with no ink marks or creases.

Note: Photographs that do not meet the requirements will result in a delay in the processing of the passport application.

7. Documents Required

- (a) If the passport is lost, a photocopy of the police report is required if the loss was due to you being a victim of crime. Otherwise you may execute a Statutory Declaration when you report the loss at ICA.
- (b) The following photocopied documents are required for applicants below 15 years of age who have had a name change:
 - (i) Baptism or Religious certificate for insertion of religious name; if any, or
 - (ii) Deed poll for change of name, including ethnic name, if any.

8. Fingerprint Image Capturing

Applicants who are 6 years old and above are required to provide their fingerprint images when applying for/collecting their biometric passport.

9. Payment by Visa/MasterCard Credit/Debit or American Express Card Only

Please complete Part II (e) of the Application form or the application will be deemed incomplete and will not be processed.

10. Collection of Passport

- (a) Applicants will be notified by post to collect the new passport once it is ready. A pink acknowledgement card will be mailed to applicants within one week from the date the application is received by ICA. Applicants must come in person to collect the passport with the pink acknowledgement card and required documents as stated in the card.
- (b) Applicants below 16 years old must also come in person with the consenting parent/legal guardian to collect their passports with the following original documents:
 - (i) Birth certificate;
 - (ii) MOE Student Card (Applicable to students studying in Singapore between 7 and 15 years of age);
 - (iii) Identity card of consenting parent/legal guardian. If the consenting parent is unable to come, he/she may authorise his/her spouse in writing to come on his/her behalf (Note: Proxy collection by authorisation is only applicable at ICA's service counters.) The spouse's NRIC must be produced. Legal documentation of guardianship must be produced if consent is given by the legal guardian;
 - (iv) Citizenship certificate, if applicant is a Singapore citizen by registration and has not been issued with an Identity Card.

Note: Passports not collected within 3 months of application may be cancelled and no refund of the passport fee will be given.

11. Change of Personal Data

In compliance with the international requirements for biometric passports used for international travel, requests to change your personal data, for example, photograph update, name change etc reflected on your biometric passport will not be allowed. You will be required to apply for a new passport, subjected to the usual passport fee, if you wish to have your new personal data reflected in your passport.

12. Passport Validity

The Singapore Passport is valid for 5 years for first time applicants. If you are renewing your passport which carries a remaining validity of 9 months or less, the remaining validity of your passport will be carried over to your new passport. In such a case, your new passport will have a validity period of 5 years, plus the remaining validity of your old passport up to a maximum of 9 months. However, if you are renewing a passport with more than 9 months validity, your new passport will carry a validity of 5 years and 9 months. If you have lost or damaged your current passport, the new passport will be valid for 5 years.

13. Passport Application Via Internet

You can also apply for a passport via Internet if you have a photograph image file in JPEG format ('jpg' extension) and a credit/debit card for online payment. The fee is \$70/- and payment must be made by Visa/MasterCard Credit/Debit or American Express Card. For more information, please visit our website at <http://www.ica.gov.sg>.