



ICA

Securing Our Borders,
Safeguarding Our Home

How to apply for a birth or death extract

Before you proceed, please confirm that the person, whose record you are applying for, was born or had passed on in Singapore.

To apply for extract, make sure you have the following information :

Birth Extract	Death Extract
Name of Birth Certificate holder	Name of Deceased
Sex	Sex
Date of Birth	Date of Death
Birth Certificate no. <u>OR</u> NRIC no.	Death Certificate no. <u>OR</u> NRIC no. <u>OR</u> Singapore Birth Certificate no.

Only the following persons are eligible to apply for an extract :

Birth Extract	Death Extract
Birth Certificate holder	Parent, child, grandparent, grandchild, spouse, sibling, or legal guardian of the deceased
Parent or legal guardian of the birth certificate holder	Solicitor who is acting on behalf of any of the above person(s)
Solicitor who is acting on behalf of any of the above person(s)	

You may apply for extract
online via

<https://go.gov.sg/ica-extracts>

Select your login method:

I am a...



Singpass Holder



Non Singpass Holder



Corporate Applicant
(For Singapore
Registered Law Firms
only)

I want to...



Apply
Birth Extract



Apply
Death Extract



Enquire Application Status

Select the product you are applying for

Log in with Singpass or provide your identification details if you select 'Non-Singpass holder'

Log in with Singpass
Your trusted digital identity

Singpass app Password login



Allow QR login
on
Singpass app

Don't have Singpass app?
[Download now](#)

OR Fill in your
identification
details (for Non
Singpass holder)

For Individual Applicant

Applicant's Identification Type

Identification Number

Important Note:

Digital extract will be issued and sent by email if the corresponding birth or death certificate is in digital format.

Enter the required information relating to the Birth Certificate holder or deceased

Particulars of Birth Certificate Holder

Name

(as in birth record)

Birth Certificate Number

OR

Identity Card Number

Sex

Male Female

Date of Birth

If you are unable to provide any of the above information, please click here to apply for a search

To provide all information for birth extract

Particulars of Deceased

Name

Alias

Singapore Death Registration Number

OR

Singapore Identity Card/Birth Certificate Number

Sex

Male Female

Date of Death

Death must occur in Singapore

If you are unable to provide any of the above information, please click here to apply for a search

To provide all information for death extract

Select number of copies you are applying for

Number of copies applied for

(Digital extract will be issued if the birth certificate is in digital form)

The total fee payable will be computed based on the number of copies applied for.

Note: Please select one (1) copy if the original certificate is in digital form, as a digital extract will be issued upon approval.

Provide Applicant's Particulars

Particulars of Applicant

Applicant's Information

Identification Type

Identification Number

Name

Relationship to Birth Certificate Holder 

- Self
- Parent
- Legal Guardian
- Overseas Solicitor (on behalf of an eligible person)
- Others (specify relationship and email authorisation letter with application no. to ICA_RBD@ica.gov.sg)

'Identification Type & Number' will be auto-input based on your login details.

Provide your full name.

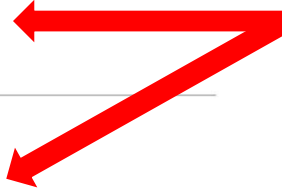
Only an eligible person is allowed to apply for extract. If you select 'Others', please specify your relationship and email an authorisation letter to ICA_RBD@ica.gov.sg with the application reference number.

Provide Applicant's particulars

Contact Information

Contact Number

Email



Provide your contact number and email address.

Application

Reason for Application

 A red circle highlights the small downward-pointing arrow icon on the right side of the 'Reason for Application' input field.

For comments or elaborate reason for application. For corporate applicant, please also provide client's name, identification number and client's relationship to certificate holder.

(max 300 characters)



Click on the drop-down button to select your reason for application.

Where 'Others' is selected, please elaborate your reason for application here.

Enter Delivery/Mailing Address

Delivery by Registered Mail

(applicable for hard copy extract only)

Country/Place

Mailing Address

(max 200 characters)

Back To Main Menu

Next

Where the corresponding birth or death certificate is in hardcopy, you will receive the hardcopy extract by registered mail.

Enter the mailing address you want the extract to be mailed to.

Confirm all information provided for the application

Confirmation for Birth Extract



Applicant's Particulars



Confirmation



Payment Summary

Check that you have provided the correct information for your application.

Particulars of Birth Certificate Holder

Name

Declaration by Applicant

Declaration

declare the following:

(a) I am eligible (or I am authorised by an eligible person) to apply for the extract.

(b) All information submitted in this application is true, accurate and complete to the best of my knowledge and belief. I understand that, if I have concealed relevant information or provided false, inaccurate or misleading information, I may be prosecuted and any facilities, rights or privileges granted under this application may be withdrawn.

(c) I understand that the fees paid are not refundable.

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Submit

- Tick the checkbox to affirm your declaration.
- Note: Fees paid are not refundable, including unsuccessful or rejected applications.

Make Payment

A Singapore Government Agency Website



ICA Website Logout

Payment Summary

- Applicant's Particulars
- Confirmation
- Payment Summary

Important Notes :

- Please have your debit/credit card ready for payment.

Fee Description

Application for extract of death record
S\$40.00 (1 pc(s) X S\$40.00)

Total Payable Amount

S\$ 40.00

Please take note of the following:

- Your Application Reference Number is **RBD 729/1-1/2022(00969)**.
- In the event of a transaction failure(after you proceed to make payment), you may enquire your application submission through the "Enquire Application Status" link at ICA Website under "Check Status/Make Appointment" after 5 minutes of transaction. You will require your **Application Reference Number** and **email address** to perform the enquiry. If the enquiry function prompts that your Application Reference Number is "not found", please re-submit your application.
- The processing time is within one week.

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Proceed to payment


- The fee for an application of an extract (digital or hard copy) is \$40.
- You can pay by any of the following modes :

Payment Mode	Description
	For American Express cards
	For customers with Internet Banking account from DBS/POSB, OCBC / Plus!, Standard Chartered or UOB
	For Visa/MasterCard Credit Cards via eNETS

Cancel Transaction

Acknowledgment Page



 Your transaction for the following application(s) has been **successfully** submitted on 2022-05-25 23:30:12 PM

Your Birth Extract application reference number is/are **RBD 729/1-1/2022(12056)**.

The processing time is within six working days.

You will be notified by MyICA when the Extract is ready.

Please save this screen for reference and take note of all application reference numbers(s). You can view the status of your application(s) on MyICA Home.

- Take note of your application reference number and save this screen for future reference.
- Where hard copy extract is sent by registered mail, please note that the processing time does not include the delivery time by the postal service.

For any enquiries, please email
to ICA_RBD@ica.gov.sg