How to apply for
a birth or death extract

Before you proceed, please confirm the following:

If applying a Birth Extract	If applying a Death Extract
The person whose record you are applying for was **born in Singapore**.	**The deceased** whose record you are applying for **had passed on in Singapore**.

Please ensure you have the following information for the application:

Birth Extract	Death Extract
Name of Birth Certificate holder	Name of Deceased
Sex	Sex
Date of Birth	Date of Death
Birth Certificate number (or NRIC number of Birth Certificate holder)	Death Certificate number (or NRIC number of deceased)

The following persons are eligible to apply:

Birth Extract	Death Extract
Birth certificate holder (who is 21 years old and above)	Parent or grandparent of the deceased
Parent of the birth certificate holder	Child or grandchild of the deceased
Legal guardian of the birth certificate holder	Spouse of the deceased
Solicitor who is acting on behalf of an eligible person(s) listed above	Sibling of the deceased
	Legal guardian of the deceased
	Solicitor who is acting on behalf of an eligible person(s) listed above

You may apply for extract online via
https://go.gov.sg/ica-extracts

I want to...

Apply
Birth Extract

Apply
Death Extract

Enquire Status or
Make Payment (Extract)

Select the product
that you are
applying for

Select your login mode

I am a...

Singpass Holder

Non Singpass Holder

Corporate Applicant

(For Singapore-registered Law Firms and SingPost only)

Important Note:

Upon approval, a **digital extract** will be issued.

You will receive a digital notification to **download** the digital extract at ICA e-Service **within 30 days**.

Provide the required information

Particulars of Birth Certificate Holder

Name:

_____

(as stated in birth certificate)

Singapore Birth Certificate Number:

_____

OR

Singapore Identity Card Number:

_____

Sex:

○ Male ○ Female

Date of Birth:

_____

(The birth must have occurred in Singapore)

Note: Please do not apply if the birth did not occur in Singapore.

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

Provide all information for birth extract

Particulars of Deceased

Name:

_____

(as stated in death certificate)

Singapore Death Certificate Number

_____

OR

Singapore Identity Card Number

_____

Sex:

○ Male ○ Female

Date of Death

_____

(The death must have occurred in Singapore)

Note: Please do not apply if the death did not occur in Singapore.

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

Provide all information for death extract

Provide Applicant's Particulars

Particulars of Applicant

Identification Type:

Identification Number:

Name:

Contact Number:

Email:

"Identification Type" & "Identification Number" will be auto-input based on your login details (SingPass and Corppass login)

Provide your full name

Provide your contact number and email address

State Relationship and Reason for Application
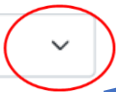
Relationship to Birth Certificate Holder ⓘ ← Only an eligible person is allowed to apply for extract.

○ Self
○ Parent
○ Legal Guardian (as appointed by the Court)
○ Others (ONLY if authoirsed by an eligible person. ← Specify relationship below.)

If you select 'Others', please specify your relationship and **upload an authorisation letter** signed by the eligible person (who authorises you to apply). The letter should include the full name and NRIC/passport number of the eligible person and yourself.

Reason for Application

[⌄]

For comments or elaborate reason for application.

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

(max 300 characters)

Provide Supporting Documents

Upload Supporting Document

Please upload the required document(s):

- **Letter of Authorisation**
  - Please upload a letter of authorisation signed by an eligible person ℹ

  Uploaded file:

  [Upload]

- **Applicant's Foreign Passport/Identity Document page**
  - Please upload copy of your passport or identity document page showing your particulars.

  Uploaded file:

  [Upload]

  [Back To Main Menu]

  [Next]

Upload the required documents

Note: Maximum file size is 2MB.

Confirm all information provided

Confirmation for Birth Extract

- Applicant's Particulars
- Confirmation
- Payment Summary

Particulars of Birth Certificate Holder

Name

Check that you have provided the correct information for your application

Declaration by Applicant

☑ I declare that: ← Tick the checkbox to affirm your declaration

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

(b) I am 21 years old and above.

(c) I understand that the application fee paid is not refundable.

(d) All the 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.

Back

Submit

Make Payment

A Singapore Government Agency Website

ICA
Securing Our Borders,
Safeguarding Our Home

🏠 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 birth record

S$40.00

Total Payable Amount

S$ 40.00

Please take note of the following:

- Your Application Reference Number is **BE2023-01270**.
- 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 six working days.

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Proceed to payment

Note: Fees paid are **not refundable**.

You can pay using the following modes:

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

Cancel Transaction

Acknowledgment Page

Take a screenshot of this page for reference

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