



ICA

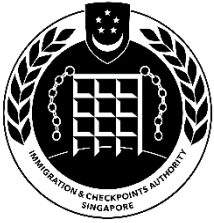
Securing Our Borders,
Safeguarding Our Home

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

DOCUMENTS REQUIRED TO BE PRODUCED

(Copies of documents need to be certified **TRUE COPIES**)

Documents pertaining to the subject	
1	Personal Particulars Form (Duly completed)
2	Singapore Birth Certificate (Unnamed Birth certificate must be supported by a Statutory Declaration) or Singapore Citizenship certificate
3	Singapore Identity Card (Specify if it is a citizen / non-citizen card)
4	Singapore Travel documents: - e.g. Passports (all endorsed pages); certificate of identity/status; emergency certificate; entry permit; etc
5	Letter from Foreign Authority indicating type of stay in the foreign country if subject has not acquired citizenship e.g. PR, Long Term Pass etc
6	Documents pertaining to stay in Foreign Country e.g. Identity Card, Passport, Citizenship Certificate, Permanent Resident Card
7	Deed Poll, Change of Name document, Baptism certificate (if applicable)
8	A letter stating the reason for your departure for foreign country and why you have continued to reside to-date and also an account of the events of your life while residing there
9	Employer's letter certifying occupation, salary and date of joining
10	Education papers: - School report book, school leaving certificate, examination certificate, diploma, degree, testimonial, certificate of merits, etc
11	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
12	Adoption certificate (if applicable)
13	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. Please make the remittance in cheque / money order, bank draft drawn from any local bank in Singapore, payable to Commissioner ICA . You may also nominate someone in Singapore to pay on your behalf at this office. Payment at this office may be made by NETS. However, it must be emphasized that such payment will have no influence whatsoever on the outcome of your case.



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Documents pertaining to subject's parents	
1	Identity cards
2	Travel documents/passports (all endorsed pages)
3	Death certificate (if deceased)
4	Divorce certificate (if divorced)
5	Marriage certificate (applicable to subjects born on or after 16 Sep 1963). If marriage certificate is not available, alternative evidence of marriage could be in the form of a combination of the following documents: wedding photographs, wedding invitation card, divorce certificate, separation / divorce agreement, statutory declaration by the husband regarding the marriage, etc.

Documents pertaining to subject's spouse and children (if married)	
1	Marriage certificate / Divorce certificate. (Provide for all if there is more than one)
2	Spouse and Children's birth certificates, identity cards, passports, citizenship certificates etc
3	Employer's letter certifying occupation, salary and date of joining (for spouse where applicable)

Documents pertaining to subject's brothers & sisters	
1	Birth Certificate
2	Identity Cards
3	Travel Documents