

Checklist for Documents to be submitted for Child Applications

Before you apply online, please prepare the following documents:

Documents to be Scanned (if any)	Every Child Applicant
Child's Documents	
Coloured photograph with the following requirements: a) 35mm wide by 45mm high without border and taken within the last 3 months; b) Taken full face without headgear, unless you wear a headgear habitually in accordance with religious or racial customs. The headgear must not hide your facial features; c) The facial image must be between 25mm and 35mm from chin to crown, and taken against plain white background with a matt or semi-matt finish	<input type="checkbox"/>
Birth Certificate (only for births not registered in Singapore). Alternatively provide official household census list or family register (where applicable)	<input type="checkbox"/>
Supplementary Document – Adoption papers, IVF report and / or Surrogacy report if this is applicable for your child	<input type="checkbox"/>
Foreign Identity Card	<input type="checkbox"/>
Passport, or any other Travel Document (only for documents not issued by ICA)	<input type="checkbox"/>
Deed poll or religious certificate for change of name	<input type="checkbox"/>
Educational certificates, Skill certificates, Professional license	<input type="checkbox"/>
Employment Letter and latest 6 months pay slips if your child is working	<input type="checkbox"/>
National Service Certificate, transcript and testimonial for male children who have completed NS	<input type="checkbox"/>
Letter of consent from ex-spouse if child is under joint-custody	<input type="checkbox"/>

Documents to be Scanned (if any)	Sponsor	Other Parent
Parents' Personal and Family Documents		
Foreign Identity Card	Not Applicable	<input type="checkbox"/>
Passport, or any other Travel Document (only for documents not issued by ICA)	Not Applicable	<input type="checkbox"/>
Birth Certificate (only for births not registered in Singapore) Alternatively provide official household census list or family register (where applicable).	Not Required	<input type="checkbox"/>
Official Marriage Certificate of current marriage (only for marriages not registered in Singapore)		<input type="checkbox"/>
Separation Deed (if applicable)		<input type="checkbox"/>
Birth Certificate and Travel Document of other child(ren) from current marriage (only for documents not issued by ICA)		<input type="checkbox"/>
Divorce Certificate (Certificate of Making Interim Judgement Final/Certificate of Making Decree Nisi Absolute) with respect to spouse from previous marriage(s)	<input type="checkbox"/>	<input type="checkbox"/>

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Documents to be Scanned (if any)	Sponsor	Other Parent
Certificate of Annulment with respect to spouse from previous marriage(s)	<input type="checkbox"/>	<input type="checkbox"/>
Death Certificate for spouse from previous marriage(s) (only for deaths not registered in Singapore)	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificate of child(ren) from previous marriage(s) (only for documents not issued by ICA)	<input type="checkbox"/>	<input type="checkbox"/>
Custody papers for proof of custody for child(ren) from previous marriage(s) or Interim Judgement showing alimony and custody arrangements	<input type="checkbox"/>	<input type="checkbox"/>
Death Certificate for child(ren) of current and previous marriage(s) (only for deaths not registered in Singapore)	<input type="checkbox"/>	<input type="checkbox"/>
Parents Employment Documents		
Latest letter of employment from current employer, dated no more than 3 months from the date you apply online, stating occupation, date of employment, basic and gross salary per month	<input type="checkbox"/>	<input type="checkbox"/>
Latest 6 months payslips	<input type="checkbox"/>	<input type="checkbox"/>
Income tax assessment/ receipt for latest 3 years (only if working overseas)	<input type="checkbox"/>	<input type="checkbox"/>
For self-employed, latest Business Registration Certificate from the Accounting & Corporate Regulatory Authority (ACRA), latest 3 years' balance sheet, profit and loss statement. Additional information may be requested	<input type="checkbox"/>	<input type="checkbox"/>

Note: ICA may contact the main applicant/sponsor for other supporting documents not listed above when making an assessment on your application.