

Document Checklist for Long-Term Visit Pass

Before you apply online, please prepare the following documents where applicable:

	Applicant	Sponsor
Personal		
Passport-sized photo a) A coloured digital photograph taken recently in dimensions 400 x 514 pixels; 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 photo background must be white in colour	☐	Not required
Passport/ travel document (only for documents not issued by ICA)	☐	Not required
Birth certificate/ household register (only for births not registered in Singapore)	☐	☐ *only when sponsoring parent
Adoption papers	☐ *only for minors	☐
Marriage certificate (only for marriages not registered in Singapore)	☐	☐
Separation deed	☐	☐
Deed poll or religious certificate for change of name	☐	☐
Family		
Divorce certificates including certificate of Making Interim Judgment Final	☐	☐

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	Applicant	Sponsor
Death certificate of spouse from previous marriage(s) (only for deaths not registered in Singapore)	☐	☐
Employment		
Letter of employment from current employer, dated no more than 3 months from the date your online application, stating occupation, date of employment, basic and gross salary per month	☐ *only for spouse	☐
Pay slips from the last 6 months	☐ *only for spouse	☐
Latest 3 years' Income tax assessment/ receipts (only if working overseas)	☐ *only for spouse	☐
For self-employed, • Latest Business Registration Certificate from the Accounting & Corporate Regulatory Authority (ACRA) • Latest 3 years' balance sheets • Latest 3 years' profit and loss statements	☐ *only for spouse	☐
<u>Note:</u> ICA may contact the main applicant/ sponsor for other supporting documents that are not listed above when making an assessment on your application.		