

PERSONAL PARTICULARS FORM**Instructions**

1. This form may take you approximately 30 minutes to complete.
2. You will need the relevant documents listed in the attached Document List.
3. Please fully complete the form. If any item is not applicable, the space should be filled with "Nil" or "N.A.".
4. Any omissions or errors in completing the form will result in delays of processing your case.
5. Kindly sign and date every page of the form.

I. PERSONAL PARTICULARS:

NAME:		NAME IN CHINESE CHARACTERS:	
LOCAL ADDRESS:		MARTIAL STATUS	
FOREIGN ADDRESS:		SINGLE / MARRIED / WIDOWED / DIVORCED	
LOCAL TELEPHONE NO:			
SEX: MALE / FEMALE	SINGAPORE NRIC NO.:	RACE:	PRESENT OCCUPATION, SALARY & NAME OF EMPLOYER:
DATE OF BIRTH (DD/MM/YYYY):	PLACE OF BIRTH:	BIRTH CERT. NO. / CITIZENSHIP NO:	
SINGAPORE INTERNATIONAL / RESTRICTED PASSPORT NO.:	PLACE OF ISSUE:	DATE OF ISSUE/EXPIRY:	
WORK PERMIT / EMPLOYMENT PASS NO: (If working in Singapore)		DATE OF ISSUED:	
		DATE OF EXPIRY:	

II. FOREIGN DOCUMENTS:

ARE YOU A CITIZEN OF ANOTHER COUNTRY: YES / NO (IF YES, PLEASE FURNISH PARTICULARS BELOW)				
CITIZENSHIP CERTIFICATE (TYPE)	BY REGISTRATION / DESCENT / NATURALIZATION / OPERATION OF LAW	REGISTRATION NO:	PLACE OF ISSUE	DATE OF REGISTRATION
PASSPORT	TYPE	PASSPORT NO:	PLACE OF ISSUE	DATE OF ISSUE / EXPIRY
FOREIGN NRIC / IDENTIFICATION CARD NO. & TYPE:		PLACE OF ISSUE:	DATE OF ISSUE (STATE EXPIRY DATE, IF AVAILABLE)	

I hereby confirm that the above information given by me is both true and correct.

Date & Signature of Subject _____



SCR/

III. ADDITIONAL INFORMATION:

a. **Date of 1st departure from Singapore to take up residence in foreign country:**

b. **Countries and periods of stay after departure from Singapore**

COUNTRY	FROM (DD/MM/YYYY)	TO (DD/MM/YYYY)
_____	_____	_____
_____	_____	_____
_____	_____	_____

c. **On what basis are you permitted to remain in the present country of residence:**

d. **Give date of your last journey to Singapore and travel documents used:**

e. **Have you ever applied for a Singapore Certificate of Status to return to Singapore? If so, when?**

f. **Present National Service (NS) status (Registrant/Full time serviceman/Reservist/Part time serviceman) and year of completion of full time NS OR number of years served in part time NS.**

g. **If you have not serve NS in Singapore, are you prepared to do so if you are allowed to retain Singapore citizenship?**

h. **Have you voted in any political election in a place outside of Singapore? If so, when?**

i. **Do you have any intention to return to Singapore for permanent stay? If so, when?**

j. **If you have already acquired a foreign citizenship, are you prepared to renounce your foreign citizenship if in the event you are allowed to retain Singapore citizenship?**

IV. EDUCATIONAL/PROFESSIONAL QUALIFICATIONS:

Level	YEAR		Qualification obtained	School/Institution & Country
	FROM	TO		
a. Primary				
b. Secondary				
c. Tertiary				
d. Others				

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Date & Signature of Subject _____



SCR/

V. EMPLOYMENT HISTORY

S/No.	POSITION HELD	COMPANY & COUNTRY	PERIOD OF EMPLOYMENT		SALARY
			FROM (DD/MM/YYYY)	TO (DD/MM/YYYY)	
1.					
2.					
3.					
4.					
5.					

VI. STATE THE PERIOD DURING WHICH YOU WERE/ARE/HAVE BEEN SERVING THE SINGAPORE GOVERNMENT OR AN INTERNATIONAL ORGANIZATION OF WHICH SINGAPORE IS A MEMBER WHILE RESIDING ABROAD (PLEASE FURNISH WITH DOCUMENTARY EVIDENCE):

VII. OTHER SUPPORTING DOCUMENTS:

I hereby confirm that the above information given by me is both true and correct.

Date & Signature of Subject _____



VIII. FAMILY BACKGROUND (Please photocopy and use additional sheets if necessary)

NAME IN ENGLISH	NAME IN CHINESE CHARACTERS (IF APPLICABLE)	PLACE OF BIRTH	DATE OF BIRTH	BC NO. OR NRIC NO. (TYPE)	CITIZENSHIP	OCCUPATION, SALARY & NAME OF EMPLOYER	PRESENT ADDRESS, WHEREABOUTS & RESIDENTIAL STATUS
FATHER:							
MOTHER:							
BROTHERS:							
SISTERS:							
HUSBAND / WIFE:							
SON:							
DAUGHTER:							

I hereby confirm that the above information given by me is both true and correct.

Date & Signature of Subject _____

ELIMINATION FINGER PRINTS

These Finger Prints will be destroyed at the conclusion of the case.
This Form must not be used for taking the Finger Prints of prisoners

Name Locus

Taken by On

ROLLED IMPRESSIONS OF RIGHT HAND

1.— Right thumb	2.— Right thumb	3.— Right thumb	4.— Right thumb	5.— Right thumb

(Fold)

(Fold)

ROLLED IMPRESSIONS OF LEFT HAND

6.— Left thumb	7.— Left thumb	8.— Left thumb	9.— Left thumb	10.— Left thumb

P.T.O.

PLAIN IMPRESSIONS OF BOTH HANDS

LEFT HAND Plain impressions of the four fingers taken simultaneously	Plain impressions of THUMBS taken simultaneously		RIGHT HAND Plain impressions of the four fingers taken simultaneously
	LEFT	RIGHT	

(Fold)

(Fold)

CID/CRO/SC/

Compared by

Date

**Immigration & Checkpoints Authority
Citizen Services Centre
ICA Building
10 Kallang Road #06-00
Singapore 208718**



ORIGINAL AND PHOTOCOPIES OF DOCUMENTS REQUIRED TO BE PRODUCED

(Copies of documents submitted from **ABROAD** should be certified **TRUE COPIES**)

A - Documents pertaining to the subject:

- 1 Birth certificate (Unnamed birth certificate must be supported by a Statutory Declaration).
- 2 Identity card (Specify if it is a citizen or non-citizen card).
- 3 Citizenship certificate.
- 4 Travel documents:
Passports (all endorsed pages); certificate of identity/status; emergency certificates; entry permit; etc.
- 5 Educational papers:
School report book, school leaving certificate, examination certificates, diplomas, degrees, testimonials, certificates of merits; etc.
- 6 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.
- 7 Baptism certificate (if any).
- 8 Thumb impressions (left & right) taken in the presence of a notary.
- 9 A letter stating the reason for your departure for foreign country and why you have continued to reside there to-date and also an account of the events of your life while residing there.
- 10 Employer's letter certifying occupation, salary and date of joining.
- 11 Children's birth certificates, identity cards, passports etc.
- 12 Marriage certificate/Divorce certificate.
- 13 Census Card issued during Japanese Occupation in Singapore (if any).
- 14 Adoption certificate (if any).
- 15 Other personal papers.
- 16 A processing fee of S\$200/- in Singapore currency under the Fees (Citizenship Certificate etc)(Amendment) Order, 2003 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 the **Commissioner ICA**. You may also nominate someone in Singapore to pay the fee on your behalf at this office. Payment at this office may be made by NETS. However, it must be emphasised that such payment will have no influence whatsoever on the outcome of the case.



B **Documents pertaining to subject's spouse (if married)**

- 1 Identity card, passport and citizenship certificate.
- 2 Employer's letter certifying occupation, salary and date if joining (if working).
- 3 Highest educational qualification.

C **Documents pertaining to subject's brothers & sisters**

- 1 Birth certificate.
- 2 Identity cards.
- 3 Travel documents.

D **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 Change of address card (white card) – if any.
- 6 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.

