

# **HIGH COMMISSION OF INDIA, SINGAPORE**

## **APPLICATION FORM FOR BIRTH/MARRIAGE/NRI/ POLICE CLEARANCE CERTIFICATE/DRIVING LICENCE LETTER**

PLEASE FILL UP THE FOLLOWING PARTICULARS IN BLOCK LETTERS CAREFULLY

1. NAME : \_\_\_\_\_  
\_\_\_\_\_

2. DATE OF BIRTH : \_\_\_\_\_

PLACE OF BIRTH : \_\_\_\_\_

3. FATHER'S NAME : \_\_\_\_\_

4. MOTHER'S NAME : \_\_\_\_\_

5. NAME OF SPOUSE : \_\_\_\_\_

6. PASSPORT NO : \_\_\_\_\_

PLACE OF ISSUE : \_\_\_\_\_

DATE OF ISSUE : \_\_\_\_\_ DATE OF EXPIRY \_\_\_\_\_

7. SINGAPORE ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. TELEPHONE NO. : \_\_\_\_\_

9. DATE/PLACE OF MARRIAGE INCASE OF MARRIAGE CERTIFICATE:  
\_\_\_\_\_

10. PLEASE ENCLOSE LETTER FROM EMPLOYER INCASE OF NRI CERTIFICATE

\_\_\_\_\_  
SIGNATURE OF THE APPLICANT

(Please see overleaf for requirements).

## **INSTRUCTIONS**

### **1) REQUIREMENTS FOR BIRTH CERTIFICATE:**

- ORIGINAL PASSPORT TO BE PRESENTED FOR VERIFICATION
- FEES S\$40/-

### **2) REQUIREMENTS FOR MARRIAGE CERTIFICATE:**

- PRESENT APPLICANT'S PASSPORT AND COPY OF SPOUSE PASSPORT
- PRODUCE PROOF OF MARRIAGE SUCH AS WEDDING CARDS, NOTARY AFFIDAVITS AND REGISTRAR MARRIAGE CERTIFICATES AND ENCLOSE PHOTOCOPY OF THE SAME.
- FEES S\$40/-
- SPOUSE NAME TO BE INCULDED IN PASSPORT BEFORE APPLYING

### **3) REQUIREMENTS FOR NRI CERTIFICATE:**

- PRODUCE EMPLOYER'S LETTER STATING DATE OF COMMENCEMENT OF EMPLOYMENT OR TO PRODUCE PASSPORT BEARING FIRST EMPLOYEMENT VISA
- FEES S\$20/-

### **4) REQUIREMENTS FOR VERIFICATION OF DRIVING LETTER:**

- PRODUCE REQUISITION LETTER FROM DRIVING CENTRES
- PRODUCE ORIGINAL PASSPORT AND LICENCE FOR VERIFICATION AND ENCLOSE PHOTOCOPY OF THE SAME
- FEES S\$40/-

### **5) REQUIREMENTS FOR POLICE CLEARANCE CERTIFICATE:**

- PRODUCE LETTER OF REQUISITION FROM RELEVANT EMBASSY
- ORIGINAL PASSPORT AND ONE RECENT PHOTOGRAPH OF APPLICANT
- FEES S\$40/-

PLEASE NOTE THAT FOR ALL SERVICES APPLICANTS ARE TO COME IN PERSON FOR SUBMISSION

PLEASE NOTE THAT PROCESSING TIME FOR ALL SERVICES IS 2 WORKING DAYS FOR (1) - (4) AND NORMALLY 3 WORKING DAYS.

PLEASE VISIT OUR WEBSITE - [www.hcisingapore.com](http://www.hcisingapore.com) FOR MORE INFORMATION.

SUBMISSION TIME: 9.15AM - 11.30AM (MON-FRI)

COLLECTION TIME: 4.15PM - 5.15 PM (MON-FRI)