

# **HIGH COMMISSION OF INDIA, SINGAPORE**

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

**PLEASE FILL UP THE FOLLOWING PARTICULARS IN BLOCK LETTERS CAREFULLY**

1. NAME : \_\_\_\_\_  
\_\_\_\_\_
2. DATE OF BIRTH : \_\_\_\_\_
3. PLACE OF BIRTH : \_\_\_\_\_
4. FATHER'S NAME : \_\_\_\_\_
5. MOTHER'S NAME : \_\_\_\_\_
6. NAME OF SPOUSE : \_\_\_\_\_
7. PASSPORT NUMBER : \_\_\_\_\_  
PLACE OF ISSUE : \_\_\_\_\_  
DATE OF ISSUE : \_\_\_\_\_ DATE OF EXPIRY \_\_\_\_\_
8. SINGAPORE ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. TELEPHONE NUMBER : \_\_\_\_\_
10. DATE/PLACE OF MARRIAGE IN CASE OF MARRIAGE CERTIFICATE :  
\_\_\_\_\_
11. PLEASE ENCLOSE LETTER FROM EMPLOYER IN CASE OF NRI CERTIFICATE

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

(Please see overleaf for requirements)

## **INSTRUCTIONS**

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

- ORIGINAL PASSPORT AND COPY TO BE PRESENTED FOR VERIFICATION
- FEE S\$35/- (in cash)

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

- PRESENT APPLICANT'S PASSPORT AND COPY OF SPOUSE PASSPORT
- PRODUCE PROOF OF MARRIAGE SUCH AS WEDDING CARDS, NOTARY AFFIDAVIT AND REGISTRAR MARRIAGE CERTIFICATE AND PHOTOCOPIES OF THE SAME
- FEE S\$35/- (in cash)
- SPOUSE NAME TO BE INCLUDED IN PASSPORT BEFORE APPLYING (for which a new Passport is to be applied for)

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

- EMPLOYER'S LETTER STATING DATE OF COMMENCEMENT OF EMPLOYMENT OR PRESENT PASSPORT BEARING FIRST EMPLOYMENT VISA
- FEE S\$20/- (in cash)

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

- REQUISITION LETTER FROM DRIVING CENTRES /PINK FORM ENDORSED BY LAND TRANSPORT AUTHORITY (LTA), SINGAPORE
- ORIGINAL PASSPORT AND LICENCE FOR VERIFICATION AND ENCLOSE PHOTOCOPIES OF THE SAME
- FEE S\$35/- (in cash)

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

- LETTER OF REQUISITION FROM CONCERNED EMBASSY
- ORIGINAL PASSPORT AND ONE RECENT PHOTOGRAPH OF THE APPLICANT
- FEE S\$35/- (in cash)

PLEASE NOTE THAT FOR ALL THE ABOVE MENTIONED SERVICES, APPLICANT WILL HAVE TO COME IN PERSON FOR SUBMISSION.

PROCESSING TIME FOR ALL SERVICES EXCEPT DRIVING LICENCE VERIFICATION IS 2-3 WORKING DAYS. IN CASE OF AN EMERGENCY, THESE SERVICES EXCEPT DRIVING LICENCE VERIFICATION CAN BE AVAILED ON SAME DAY ON PAYMENT OF EMERGENCY FEE OF S\$100 IN CASH.

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

SUBMISSION TIME : 9.15AM – 11.30AM (MON-FRI)  
COLLECTION TIME : 4.15PM – 5.15PM (MON-FRI)