

APPLICATION FOR PASSPORT EXTENSION

This form may take 4 minutes to complete.

You will need the following information to complete the form:

- Applicant's Passport No., NRIC No./Birth Certificate (BC) No./Citizenship Certificate (CC) No.
- Parent/Legal Guardian's NRIC No. (if Applicable)
- Representative's NRIC No. (if Applicable)
- Contact No.

For faster and smoother processing of your application, please take some time to read the "Notes to Applicant" overleaf. Any omission of information or documents may result in delay or rejection of the extension application.

A passport that has run out of pages or reached its full validity i.e.:-

- (a) 10 years (for passport issued before 1 April 2005); and
- (b) 5 years (for passport issued from 1 April 2005) cannot be extended.

PART I – PARTICULARS OF PASSPORT HOLDER	
Name in BLOCK LETTERS as shown in the Singapore Passport	NRIC No./BC No./CC No.
Contact No.: (H) _____ (O) _____ (Hp) _____	Passport No.
PART II – DECLARATION AND CONSENT	
<p>I declare that:</p> <p>(a) The information given in this application is true and correct.</p> <p>(b) I have / The child has* not acquired the citizenship of another country.</p> <p>To be completed by parent/legal guardian of passport holders below 16 years old:</p> <p>(c) I, _____, holder of NRIC No. _____, being the Parent/Legal Guardian*, consent to the application of the passport extension by the passport holder.</p> <p>Date: _____</p> <p style="text-align: right;">_____ Signature of Passport Holder/Parent/Legal Guardian (To be signed by Parent/Legal Guardian if passport holder is below 16 years old)</p>	
PART III – AUTHORISATION TO A REPRESENTATIVE	
<p>1. I authorise Mr / Mrs / Mdm / Ms* _____, holder of NRIC No. _____ to submit / collect* this application on my behalf.</p> <p>2. I declare that I am / the child* is presently in Singapore.</p> <p>Date: _____</p> <p style="text-align: right;">_____ Signature of Passport Holder/Parent/Legal Guardian (To be signed by Parent/Legal Guardian if passport holder is below 16 years old)</p> <p>* Delete where appropriate</p>	
FOR OFFICIAL USE	ENDORSEMENT
System Outcome: <input type="checkbox"/> Issued <input type="checkbox"/> Pending	
Passport Officer: Date:	
COLLECTION OF PASSPORT	
<p>I acknowledge receipt of the following documents:</p> <ul style="list-style-type: none"> • Passport • Others: _____ <p>Date: _____</p> <p style="text-align: right;">_____ Signature of Passport Holder/Parent/Legal Guardian (To be signed by Parent/Legal Guardian if passport holder is below 16 years old)</p> <p>* Delete where appropriate</p>	

NOTES TO APPLICANT

1. **Passport Validity***

A passport that has run out of pages or reached its full validity i.e.:-

- a) 10 years (for passport issued before 1 April 2005); and
- b) 5 years (for passport issued from 1 April 2005) cannot be extended.

***Extensions to the passport validity are not allowed on the Singapore Biometric Passport. Singapore Biometric Passport holders whose passports have run out of pages or reached its full validity will have to apply for a new passport.**

2. **The following original documents must be produced at the time of application:**

- a) Passport; and
- b) NRIC.

In addition, if the passport holder is below 16 years old:

- c) Birth Certificate of passport holder; and
- d) Consenting parent's NRIC.

If the application is done through appointed representatives, the latter's original NRIC must also be produced.

3. **Appearance during application**

Singapore passport holders who are living in Singapore may submit their applications through an authorised representative by completing Part III of this application form. However, this does not exempt the passport holder from appearing in person where the Passport Officer considers it necessary to do so.

4. **Where to extend passport**

An application for passport extension may be submitted to Immigration & Checkpoints Authority (ICA) at:

- (i) Passports Section, 2nd storey, ICA Building, 10 Kallang Road, Singapore 208718, or
- (ii) The nearest Singapore Overseas Mission.

5. **Passport Extension for NS Liable Male Citizens**

Male citizens who are between 11 and 40 years old may extend their passport at:

- (i) Exit Permit Office, Central Manpower Base, CMPB Podium, Depot Road, Singapore 109676.

NS-Liable Persons under the Singapore Police Force and SCDF may also extend their passports at:

- (i) Exit Permit Office, 1 Mount Pleasant Road (Former Police Academy), Blk 2 Singapore 298333; or
- (ii) HQ SCDF, National Service Personnel Department, Civil Defence HQ Complex, 91 Ubi Avenue 4, Singapore 408827.

For more information, please visit our website at <http://www.ica.gov.sg>.