

## POST DEED POLL – What Should I Do After I've Done my Deed Poll?

Updated on: 18 March 2009

### Changing Your Name in Your Identity Card (NRIC)

Please change the name in your Identity Card within **28 days** from the date of the Deed Poll at the **Immigration & Checkpoints Authority (ICA)**:-

#### **Address**

Counter 1, IC Section Citizen Services Centre  
3rd Floor, ICA Building, 10 Kallang Road  
Singapore 208718  
(Next to Lavender MRT station)

#### **Operating Hours\***

Weekdays - 8 am to 5 pm  
Saturdays - 8 am to 1 pm  
\*subject to change – check website at [www.ica.gov.sg](http://www.ica.gov.sg)

### What do I need to bring to ICA? \*\* [Where Applicable]

- (1) Your Identity Card (except for Minors who have not been issued with ICs)
- (2) Parent's Identity Card (for Minor only)
- (3) Birth Certificate (for Minor only)
- (4) Your Original Deed Poll (and a photocopy)
- (5) 1 recent passport sized colour photograph
- (6) Passport (if also changing name in Passport)

\*\* Note: subject to error or this may change as at time of your application, & visit ICA's website or contact ICA for their latest requirements

### Can I change my name in my Birth Certificate with my Deed Poll?

**No**, unless your child who is changing his/her name is less than one (1) year old, and amendment may be done only within 1 year from the date of birth. In that scenario, we understand that no Deed Poll is required.

### Should I change my name in my Passport?

To be consistent with the name in your IC, you should change the name in your Passport. The onus is on you to effect the change. You can do so at ICA after you have changed your name in your IC.

### Should I update my name for my Bank account?

The onus is on you to effect the change or update. Bring along your new IC and the original Deed Poll when you attend at the Bank. The Bank may make a copy of your Deed Poll for their record.

### Who should I inform of my change of name?

You may wish to inform the relevant authorities and organisations such as banks, schools, CPF Board, SAF, Singapore Land Authority and HDB. The onus is on you to effect the change.

The authorities and organisations will usually require sight of your original Deed Poll. **Bring along your new IC and the original Deed Poll when you attend at their premises.**

**Note:** It is not certain whether ICA will transmit or notify other government departments or statutory boards (eg. CPF Board) on your change of name in your IC. You should always keep your original Deed Poll(s) safely.

### How do I resolve the discrepancy in the name appearing in my Educational and Other Certificates and my new IC?

Please keep your original Deed Poll (including any prior Deed Poll) as evidence of your change of name.

**Important Note:** The information provided herein shall not be construed as legal advice, and are subject to errors or inaccuracies. Kindly check with the relevant authorities, institutions and entities on their current policies and procedures.