Does my child need to attend at your office?

Minor Deed Poll · https://help.law.com.sg/faq/does-my-child-need-to-attend-at-your-office/

For Minor Children Below 21 Years Old (Under ICA Definition of “Minor”):

- **If your child is under 21 years of age**, the **parent(s) or legal guardian(s)** will execute the Deed Poll **on the child’s behalf**.
- Your child **does not need to attend** our office in most standard cases.
- You will need to bring the **original birth certificate** and **custody documents (if applicable)**.

Consent Requirements from Both Parents (Important ICA Policy Update):

Even if **only one parent is executing the Deed Poll**, **ICA generally requires written consent from both parents** for a minor's name change. This applies **even if one parent has sole custody** .

You may need to submit to ICA:

- A **completed Declaration Form** signed by both parents (ICA Form – PDF);
- A **court order** authorising the name change, if one parent is not consenting or uncontactable;

> **Note:** ICA reviews each case individually and may request additional documents before accepting the name change.

For Children Aged 21 and Above:

If your child is **21 years old or above**, they must:

- Execute the Deed Poll **in person**;
- Present their **original NRIC or Passport** for identity verification.

Can My Child Attend If I Prefer?

Yes, if you prefer your child to be present, or if your child wishes to be involved in the process (especially older minors), you may bring them along. However, it is **not mandatory for minors under 21** unless we request it due to specific case circumstances.

Need Assistance?

We provide clear guidance on:

- Required documents;
- Consent procedures;
- Preparing for ICA submission after the Deed Poll is signed.

To view our fees or make an appointment, visit:
https://book.law.com.sg

Disclaimer: This information is provided for general guidance only and does not constitute legal advice. ICA policies may change without notice. For the latest requirements, visit: www.ica.gov.sg