I am overseas now, can I apply for a Deed Poll?

Deed Poll Procedures · https://help.law.com.sg/faq/i-am-overseas-now-can-i-apply-for-a-deed-poll/

Short answer: If you hold a Singapore NRIC, you generally cannot apply for a Deed Poll (change of name) entirely from overseas — the Deed Poll must be signed in person at our Singapore office, because ICA requires NRIC holders to update their NRIC in Singapore after signing. You *can*, however, start your application online while abroad and book an appointment to sign when you return. A limited overseas-signing exception may apply only to a child under 15 who does not yet hold a Singapore IC.

Applying for a Deed Poll overseas: the general rule

In general, **adults and minors who hold a Singapore identity card must attend personally at our Singapore office to sign the Deed Poll**. Remote signing, video signing, proxy signing, or signing by another person on the applicant's behalf is not accepted.

A Deed Poll is a formal legal document for a change of name. It must be signed personally by the person changing his or her name, or, in the case of a minor, by the relevant parent or parents, before a qualified witness. For our firm's Deed Poll service, the signing should generally take place in Singapore.

This is especially important for Singapore NRIC holders. After a Deed Poll is signed, the NRIC holder may be required to update his or her NRIC with the Immigration & Checkpoints Authority (ICA) within the prescribed time. ICA's NRIC name-change process generally requires the applicant to be physically present in Singapore.

Therefore, for most cases involving:

1. adults with a Singapore IC;
2. minors aged 15 or above with a Singapore IC; or
3. minors below 21 who already hold a Singapore IC,

the **Deed Poll should be signed in Singapore at our office**.

You cannot authorise another person to sign the Deed Poll on your behalf. For minors, both parents will generally be required to sign, unless an exception applies.

Applying for a Deed Poll overseas: what you can do while abroad

If you are currently overseas and want to arrange a Deed Poll overseas application, you may still:

1. submit your Deed Poll application online: https://law.com.sg/deed-poll-online
2. book a future in-office appointment in Singapore: https://book.law.com.sg

We can prepare your Deed Poll overseas application in advance and have the document ready for signing when you attend our Singapore office.

Limited exception: child under 15 without a Singapore IC

A limited overseas-signing arrangement may be considered only where the child:

1. is under 15 years old; and
2. does not have a Singapore identity card.

In such cases, signing overseas may be possible in limited circumstances, subject to our firm’s review, the requirements of ICA, and the acceptance policy of the relevant Singapore mission or authority. We do not warrant or guarantee that ICA or any authority will accept a Deed Poll signed overseas.**s**, subject to ICA’s and the Singapore mission's discretion.

What may be accepted (subject to ICA or Singapore mission approval):

- Deed Poll **prepared by our firm**;
- **Signed by both parents** (with exceptions);
- **Executed before a Singapore Consulate Officer** (preferred), or **a Notary Public** overseas;

- **Deed Poll must be in English**, and sealed with **15mm red round seals**.

You are **strongly advised to check directly with ICA or the Singapore mission** in your country for their acceptance policy.

Estimated Fee (Child Under 15 with No IC – Overseas Signing)

If you require us to prepare a Deed Poll for a **child under 15 years old with no Singapore identity card**, to be **signed overseas**, our fees will be **higher than our standard rate** due to the additional time, complexity, and risk involved.

- **Minimum estimated fee: S$300**, subject to our confirmation upon reviewing your request.
- Submit your request via our online form:
  https://law.com.sg/deed-poll-online
  Please clearly indicate in the Message section that this is a **child under 15 with no IC, to be signed overseas**.
- We may require you to sign a **Warrant to Act** prior to commencing.
- **Full payment is required in advance** before we release the draft or final Deed Poll.

Make payment at: https://law.com.sg/payment

Supporting Documents Required

Please email the following (if not already submitted online):

- Parents' **Singapore NRICs or passports**
- Child's **birth certificate** (showing parents' names)
  - *If not in English, provide a certified English translation*
- Child's **foreign passport**

Printing & execution instructions (overseas)

- Deed Poll will be sent via email in A4 format.

- You must **print the document on plain white paper**.
- Affix **15mm red round seals** at the signature blocks (available at stationery stores).
- Sign the Deed Poll before a **Singapore Consulate Officer** (preferred) or **Notary Public**.
- Ensure **no non-English text** appears in the witness/attestation section.
- Date the document on the **day of signing**.

After signing, email us a **clear scanned copy** of the signed Deed Poll for our records.

⚠ Post-Signing Note

After executing the Deed Poll:

- **Liaise directly with ICA** or the relevant Singapore mission regarding submission, policies, and ICA acceptance.
- We do **not warrant or guarantee** that any authority will accept the Deed Poll.

Terms of Engagement

- We reserve the right to decline engagement **at our discretion**.
- All overseas Deed Polls for minors are handled **on a case-by-case basis**.
- Acceptance of the Deed Poll remains subject to **ICA's and other authorities' approval**.

Child aged 15 or above with a Singapore IC

If the child is:

- **15 or above** (but under 21), and
- Has a **Singapore IC**,

The child's name cannot be changed remotely. ICA requires:

- The **child's NRIC to be updated within 28 days** of signing the Deed Poll;
- The **Deed Poll to be executed in Singapore**.

We cannot assist in such cases **unless the signing is done at our Singapore office**.

Frequently asked questions

Can I sign a Deed Poll overseas if I have a Singapore NRIC?

No. If you hold a Singapore NRIC, the Deed Poll must be signed in person at our Singapore office. Remote, video, proxy, or third-party signing is not accepted. ICA generally requires NRIC holders to update their NRIC in Singapore after the name change.

Can someone else sign the Deed Poll on my behalf?

No. A Deed Poll for a change of name must be signed personally by the applicant before a qualified witness. You cannot authorise another person to sign it for you. For a minor, both parents are generally required to sign unless an exception applies.

Is there any way to apply for a Deed Poll from abroad?

You can submit your Deed Poll application online while overseas and book an appointment to sign when you are next in Singapore. A limited overseas-signing arrangement may be considered only for a child under 15 who does not yet hold a Singapore IC, and remains subject to ICA and foreign mission approval.

Related links

- Submit Deed Poll: https://law.com.sg/deed-poll-online
- Fee quote: https://law.com.sg/deed-poll-quote
- Book appointment: https://book.law.com.sg

https://help.law.com.sg/faq/what-are-icas-requirements-for-changing-the-name-of-my-minor-child-via-deed-poll

> I am overseas, can I change my name in my Identity Card overseas?

Embedded media: https://help.law.com.sg/faq/i-am-overseas-can-i-change-my-name-in-my-identity-card-overseas/embed/#?secret=Ug9ijmBpzH#?secret=A7TAlGRlV1

Disclaimer: This FAQ is for general information only and does not constitute legal advice. Deed Poll applications must comply with Singapore's legal formalities and are subject to ICA's and foreign mission policies.with the Immigration & Checkpoint Authority (ICA) and other relevant authorities.