Sample Statutory Declaration for Name Issues

Deed Poll Procedures · https://help.law.com.sg/faq/sample-statutory-declaration-for-name-issues/

> **Quick answer:** A Statutory Declaration for name issues is a written statement of fact, made under the Oaths and Declarations Act 2000, confirming that two or more differently recorded names belong to the same person. In Singapore you sign it before a Commissioner for Oaths. If it is going abroad, you sign before a Notary Public, who must issue a Notarial Certificate carrying an Apostille from the Singapore Academy of Law. It does not change your name; a Deed Poll does that.
>
> **On this page:** eight sample Statutory Declarations for name issues, a table showing where to sign, the documents to attach, and our fees. Generate a draft now or book an appointment.

What a Statutory Declaration for name issues does

A **Statutory Declaration for name issues** is the document you use when your name appears differently across your official records and an authority asks you to explain why. It is a formal written statement of fact, made under the Oaths and Declarations Act 2000 of Singapore, and making a false statement in one is an offence.

Singapore Immigration & Checkpoints Authority (ICA), foreign immigration authorities, banks, schools, employers, land and company registries and insurers all ask for these declarations. Below are eight sample Statutory Declarations for name issues, drawn from the situations our clients bring us most often. Each one comes with the supporting documents you should attach and the officer you should sign before.

You may adapt the samples below for your own use, or use our **Statutory Declaration Auto-Generation Form** to generate a draft Word document automatically.

Statutory Declaration for name issues at a glance

What it does	Confirms that differently recorded names refer to the same person. It does not change a name.
What changes a name	A Deed Poll, followed by an update of your NRIC and passport with ICA.
Governing law	Oaths and Declarations Act 2000 (Singapore).
Signed before (use in Singapore)	A Commissioner for Oaths.
Signed before (use overseas)	A Notary Public, who must issue a Notarial Certificate carrying an Apostille from the Singapore Academy of Law. The Apostille is compulsory for notarial acts in Singapore.
Typical turnaround	Same day to two working days for a straightforward declaration.
Our drafting fee	Estimated at S$300 to S$800, depending on complexity. This is a guide rather than a fixed range, and we confirm a firm figure before we start. We charge separately for commissioning, notarisation, apostille and certified true copies.
Acceptance	The receiving authority decides, not us. Always check their requirements first.

Where to sign your Statutory Declaration for name issues

Where the Statutory Declaration will be used	Where you should sign it	Officer before whom you sign
In Singapore	In Singapore	Commissioner for Oaths
In Singapore	Outside Singapore	Singapore Consular Officer, or a Notary Public of that country
Outside Singapore (e.g. UK, Australia, China, Malaysia)	In Singapore	Notary Public in Singapore, who must issue a Notarial Certificate carrying an Apostille from the Singapore Academy of Law. Consular legalisation applies instead for countries outside the Apostille Convention

Where the Statutory Declaration will be used	Where you should sign it	Officer before whom you sign
Outside Singapore	Outside Singapore	A Notary Public of that country, or the Singapore Consular Officer there

Three practical points to note:

1. If a **Commissioner for Oaths** has drafted your Statutory Declaration, the same Commissioner cannot also commission your signature on it. You will need to sign before a different Commissioner for Oaths.
2. For Statutory Declarations intended for use **overseas**, a Notary Public in Singapore may draft your Statutory Declaration and also notarise your signature. Some foreign authorities, however, prefer the drafter and the notary to be different persons. Where this matters to your recipient, we will arrange for a second Notary Public.
3. Where you sign before a **Notary Public**, the Notary must issue a Notarial Certificate, and that certificate must carry an **Apostille** from the Singapore Academy of Law. The Apostille is compulsory for notarial acts in Singapore, not an optional extra. We pay the Academy's Apostille fee on your behalf and bill it to you, and you collect the Apostille from the Academy after attending at our office.

Will my Statutory Declaration for name issues be accepted?

We do not warrant or guarantee that any Statutory Declaration (whether drafted by you or by us) will be accepted by the authority, bank or institution to which you submit it. Different recipients have different requirements as to format, content, supporting exhibits, language, translation, and legalisation. **Please check with the intended recipient before you draft, sign or pay for any Statutory Declaration.**

Where the recipient is overseas and operates in a language other than English, you may also need a certified translation. Translation requirements vary widely and are outside the scope of our advice.

How to use these sample Statutory Declarations

1. Pick the scenario closest to your situation. Read all eight if you are unsure.
2. Replace every placeholder in **[square brackets]** with your actual information.
3. Delete anything that does not apply, and add facts that do. Each Statutory Declaration should be true, complete and accurate.
4. Attach the supporting documents listed under each scenario as exhibits.
5. Sign before the appropriate officer (see the table above).

Scenario 1: One and the Same Person — Citizenship Transition

Use this scenario when: you have changed nationality (for example, formerly a citizen of the People's Republic of China and now a Singapore citizen) and the names on your former passport / identification documents differ from those on your current Singapore passport / NRIC.

Documents to attach: citizenship transition

- Current Singapore passport
- Current Singapore NRIC
- Previous foreign passport
- Previous foreign identity card or household registration
- Renunciation certificate, where available

Sample Statutory Declaration wording: citizenship transition

> **STATUTORY DECLARATION**
>
> I, **[FULL NAME IN BLOCK LETTERS]** *(also known as **[name in native script, if applicable]**)*, holder of Singapore Passport Number **[Passport Number]** and Singapore NRIC Number **[NRIC Number]**, of full age and residing at **[Residential Address]**, do solemnly and sincerely declare as follows:
>
> 1. I was previously a citizen of **[Former Country]**, holding **[Former Country] Passport Number [Number]** and **[Former Country] Identification Card Number [Number]**.

2. On **[Date of Renunciation / Date of Singapore Citizenship]**, I formally renounced my **[Former Country]** citizenship and acquired Singapore citizenship.
3. I confirm and declare that:
    1. the individual identified as **[Name on former passport]** in **[Former Country] Passport Number [Number]** and **[Former Country] Identification Card Number [Number]**; and
    2. the individual identified as **[Name on current passport]** in Singapore Passport Number **[Number]** and Singapore NRIC Number **[Number]**,

    are one and the same person, namely myself.
4. I attach copies of the following documents in support of this declaration:
    1. my Singapore Passport (Passport Number **[Number]**);
    2. my Singapore NRIC (NRIC Number **[Number]**);
    3. my previous **[Former Country]** Passport (Passport Number **[Number]**); and
    4. my previous **[Former Country]** Identification Card (Identification Number **[Number]**).

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act 2000, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

DECLARED at **[Place of Signing]**)
by the abovenamed **[Full Name]**) _____
this **[Day]** day of **[Month] [Year]**) **[Full Name]**
in the presence of:)

Before me,

_____

[Name of *Commissioner for Oaths / Notary Public / Singapore Consular Officer]
*(*delete as applicable)*

Scenario 2: Lost Singapore Deed Poll

Use this scenario when: you changed your name in Singapore by deed poll, but you no longer have the deed poll. The recipient (often a foreign land registry, bank or insurer holding assets in your former name) wants documentary evidence of the change.

Documents to attach: lost Deed Poll

- Current Singapore NRIC and passport (showing current name)
- Any older document showing your former name (e.g. old NRIC, birth certificate, school record, employment record)
- A search result or correspondence with the Registry / former solicitors confirming the deed poll cannot be located (if available)

Sample Statutory Declaration wording: lost Deed Poll

> **STATUTORY DECLARATION**
>
> I, **[Current Name]**, holder of Singapore NRIC Number **[NRIC Number]** and Singapore Passport Number **[Passport Number]**, of **[Residential Address]**, do solemnly and sincerely declare as follows:
>
> 1. I am a Singapore citizen.
> 2. By a Deed Poll dated **[Date of Deed Poll]**, duly executed and registered in Singapore, I, then known as **[Former Name]**, formally and absolutely renounced and abandoned the use of my former name of **[Former Name]**, and adopted and determined thenceforth on all occasions whatsoever to use and subscribe the name of **[Current Name]** in place of and in substitution for my former name.
> 3. After diligent search and enquiry, I am unable to locate the original Deed Poll or any certified copy of it. I have used the name **[Current Name]** continuously since the deed poll, and all my current identification documents are issued in that name.
> 4. I confirm and declare that **[Former Name]** and **[Current Name]** refer to one and the same person, namely myself.

5. I make this declaration for the purpose of producing it to **[Recipient]** in support of **[purpose, e.g. transfer of property held in my former name]**.

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act 2000, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

DECLARED at **[Place of Signing]**)
by the abovenamed **[Full Name]**) _____
this **[Day]** day of **[Month] [Year]**) **[Full Name]**
in the presence of:)

Before me,

_____
[Name of *Commissioner for Oaths / Notary Public / Singapore Consular Officer]
*(*delete as applicable)*

Scenario 3: NRIC Name Differs from Foreign Birth Certificate

Use this scenario when: your Singapore NRIC and passport show one form of your name (for example, **John Smith**), but your foreign birth certificate (or a foreign-issued document) shows a fuller or different form (for example, **John Adam Smith**). The recipient asks you to confirm both names refer to you.

Documents to attach: NRIC and foreign birth certificate

- Singapore NRIC and passport
- Foreign birth certificate
- Any other documents recording either name (school records, marriage certificate, older passports)

Sample Statutory Declaration wording: NRIC and foreign birth certificate

STATUTORY DECLARATION

I, **[Full Name as in NRIC]**, holder of Singapore NRIC Number **[NRIC Number]**, of **[Residential Address]**, do solemnly and sincerely declare as follows:

1. I am the individual named in my Singapore NRIC and Singapore Passport as **[Name as in NRIC]**.
2. I am also the individual named in my **[issuing country]** Birth Certificate (dated **[date]**) as **[Name as in Birth Certificate]**.
3. The difference between the two names is **[explain briefly, e.g. the omission of my middle name "Adam" when my Singapore NRIC was issued]**. I have never used the two names to assume separate identities.
4. I confirm and declare that **[Name as in NRIC]** and **[Name as in Birth Certificate]** refer to one and the same person, namely myself.
5. I make this declaration for the purpose of producing it to **[Recipient]** in support of **[purpose]** .

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act 2000, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

DECLARED at **[Place of Signing]**)
by the abovenamed **[Full Name]**) _____
this **[Day]** day of **[Month] [Year]**) **[Full Name]**
in the presence of:)

Before me,

_____

[Name of *Commissioner for Oaths / Notary Public / Singapore Consular Officer]
*(*delete as applicable)*

Scenario 4: Childhood Deed Poll Lost and Untraceable

Use this scenario when: your birth certificate records one name, your parents informed you that your name was changed by deed poll in childhood, you have been known by the new name throughout your life, but the historical deed poll cannot be traced. A fresh deed poll **cannot** replace the historical one and cannot rewrite the chronology. The proper document is a Statutory Declaration setting out the history truthfully.

Documents to attach: untraceable childhood Deed Poll

- Singapore birth certificate (showing original name)
- Current Singapore NRIC and passport (showing current name)
- School, employment, medical or other long-standing records in the current name
- Any correspondence with the Registry confirming no deed poll record is available

Sample Statutory Declaration wording: untraceable childhood Deed Poll

> **STATUTORY DECLARATION**
>
> I, **[Current Full Name]**, holder of Singapore NRIC Number **[NRIC Number]** and Singapore Passport Number **[Passport Number]**, of **[Residential Address]**, do solemnly and sincerely declare as follows:
>
> 1. I was born in Singapore on **[Date of Birth]**. My name as registered at birth, as appears on my Singapore Birth Certificate, is **[Original Name]**.
> 2. My parents have informed me, and I verily believe, that during my childhood my name was changed by a deed poll to **[Current Name]**. I do not have any direct recollection of the deed poll having been executed.
> 3. The original deed poll has been lost. After making diligent enquiries of my family and, where possible, of the relevant authorities, I am unable to locate the original deed poll or any certified copy of it.
> 4. Since my childhood, I have been known by the name **[Current Name]** in all my personal, educational, employment and official records, including my Singapore NRIC and Singapore

Passport, both of which are issued in that name.

5. I confirm and declare that **[Original Name]** as appears on my Singapore Birth Certificate, and **[Current Name]** as appears on my Singapore NRIC and Singapore Passport, refer to one and the same person, namely myself.
6. I make this declaration for the purpose of producing it to **[Recipient(s)]** in support of **[purpose, e.g. my application / records held in my former name]**.

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act 2000, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

DECLARED at **[Place of Signing]**)
by the abovenamed **[Full Name]**) _____
this **[Day]** day of **[Month] [Year]**) **[Full Name]**
in the presence of:)

Before me,

_____

[Name of *Commissioner for Oaths / Notary Public / Singapore Consular Officer]
*(*delete as applicable)*

Scenario 5: Parent's Name Spelt or Transliterated Differently Across Documents

Use this scenario when: your birth certificate (or other family record) shows your parent's name in one spelling or transliteration, while your parent's current identification documents (passport, identity card) show another. This commonly arises with names originally in Tamil, Mandarin, Malay, Arabic or other non-Latin scripts. Often used to support ICA citizenship or PR applications.

Documents to attach: a parent name spelt differently

- Your birth certificate (both versions, if reissued)

- Your parent's current passport and identification documents
- Your parent's supporting affidavit / Statutory Declaration, if also obtained

Sample Statutory Declaration wording: a parent name spelt differently

> **STATUTORY DECLARATION**
>
> I, **[Your Full Name]**, holder of **[Singapore NRIC / FIN / Passport Number]**, of **[Residential Address]**, do solemnly and sincerely declare as follows:
>
> 1. I am the child of **[Parent's Current Legal Name]**.
> 2. In my Birth Certificate issued by **[issuing authority]** dated **[date]** (a copy of which is attached), my **[mother's / father's]** name is recorded as **[Name as in earlier Birth Certificate]**.
> 3. The said Birth Certificate was subsequently corrected and reissued by **[issuing authority]** on **[date]** to record my **[mother's / father's]** name as **[Corrected Name]**, which is the name appearing in **[her / his]** current passport and identification documents.
> 4. The variation between **[Name as in earlier Birth Certificate]** and **[Corrected Name]** arose from **[reason, e.g. spelling / transliteration discrepancy at the time of my birth registration]**. The two names refer to one and the same person, namely my **[mother / father]**.
> 5. I make this declaration for the purpose of producing it to **[Recipient, e.g. the Immigration and Checkpoints Authority of Singapore]** in support of my **[application]**, and to clarify the said discrepancy.
>
> And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act 2000, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.
>
> DECLARED at **[Place of Signing]**)
> by the abovenamed **[Full Name]**) _____
> this **[Day]** day of **[Month] [Year]**) **[Full Name]**
> in the presence of:)

> Before me,
>
> _____
>
> **[Name of *Commissioner for Oaths / Notary Public / Singapore Consular Officer]**
>
> *(*delete as applicable)*

Tip. *A supporting Statutory Declaration from the parent, in similar terms, is often persuasive. We can draft both together.*

Scenario 6: Spelling, Transliteration or Romanisation Variations of Your Own Name

Use this scenario when: different official records spell or romanise your name differently — for example, **Mohd** vs **Mohamed**, **Md** vs **Muhammad**, **Tan Ah Kow** vs **Chen Yagao**, **S/O Ramasamy** vs **s/o Ramasamy**, or your given name appears with and without initials — but they all refer to you.

Documents to attach: spelling and romanisation

- All identification documents in any of the spellings (passport, NRIC, work pass, birth certificate)
- School, employment, banking or insurance records that show either spelling
- Marriage certificate, if relevant

Sample Statutory Declaration wording: spelling and romanisation

> **STATUTORY DECLARATION**
>
> I, **[Full Name in Block Letters]**, holder of **[ID Type and Number]**, of **[Residential Address]**, do solemnly and sincerely declare as follows:
>
> 1. I am the individual named in my **[Singapore NRIC / Passport]** as **[Name A]**.
> 2. I am also the individual named in **[other document, e.g. my school leaving certificate / my marriage certificate]** as **[Name B]**.
> 3. **[Name A]** and **[Name B]** are different spellings / transliterations / romanisations of my single name. The variation arose from **[brief reason, e.g. the use of "Mohd" as the customary**

abbreviation of "Mohamed" in my early identification documents]. I have never used the variations to assume separate identities.

4. I confirm and declare that **[Name A]** and **[Name B]** *(and **[Name C]**, if applicable)* refer to one and the same person, namely myself.
5. I make this declaration for the purpose of producing it to **[Recipient]** in support of **[purpose]** .

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act 2000, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

DECLARED at **[Place of Signing]**)
by the abovenamed **[Full Name]**) _____
this **[Day]** day of **[Month] [Year]**) **[Full Name]**
in the presence of:)

Before me,

_____

[Name of *Commissioner for Oaths / Notary Public / Singapore Consular Officer]
*(*delete as applicable)*

Scenario 7: Married Name and Maiden Name

Use this scenario when: you have used both your maiden name and your married name across different records (bank accounts, property deeds, professional certificates, overseas pensions, etc.) and a recipient asks you to confirm both names refer to you. Singapore women generally retain their maiden name on their NRIC after marriage, but may use their married name socially or overseas.

Documents to attach: married and maiden name

- Marriage certificate
- Current Singapore NRIC and passport

- Documents in your married name (e.g. older passport, foreign-issued documents, bank statements)

Sample Statutory Declaration wording: married and maiden name

> **STATUTORY DECLARATION**
>
> I, **[Maiden Name]** *(also known as **[Married Name]**)*, holder of Singapore NRIC Number **[NRIC Number]** and Singapore Passport Number **[Passport Number]**, of **[Residential Address]**, do solemnly and sincerely declare as follows:
>
> 1. My name as recorded in my Singapore NRIC and Singapore Passport is **[Maiden Name]**.
> 2. On **[Date of Marriage]**, I married **[Spouse's Full Name]** at **[Place of Marriage]**, as evidenced by Marriage Certificate **[Number]** issued by **[issuing authority]** *(a copy of which is attached)*.
> 3. Following my marriage, I have used the name **[Married Name]** in **[describe, e.g. my overseas correspondence, my professional records and my joint bank accounts]**. I have not changed my legal name by deed poll.
> 4. I confirm and declare that **[Maiden Name]** and **[Married Name]** refer to one and the same person, namely myself.
> 5. I make this declaration for the purpose of producing it to **[Recipient]** in support of **[purpose, e.g. transfer of an account / pension / property held in my married name]**.
>
> And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act 2000, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.
>
> DECLARED at **[Place of Signing]**)
> by the abovenamed **[Full Name]**) _____
> this **[Day]** day of **[Month] [Year]**) **[Full Name]**
> in the presence of:)
>
> Before me,

> _____
>
> **[Name of *Commissioner for Oaths / Notary Public / Singapore Consular Officer]**
>
> *(*delete as applicable)*

Scenario 8: Bilingual or Non-Latin Script Name

Use this scenario when: your full name is recorded in both a non-Latin script (Chinese, Tamil, Arabic, Korean, etc.) and a Latin transliteration, and a recipient asks you to confirm both names refer to you — for example, Chinese characters on a Chinese household registration and the pinyin / dialect spelling on a Singapore NRIC.

Documents to attach: bilingual or non-Latin name

- Singapore NRIC and passport (showing Latin name and, where applicable, the Chinese name)
- Foreign documents showing the non-Latin script name (passport, household registration, birth certificate)
- A certified translation, if required by the recipient

Sample Statutory Declaration wording: bilingual or non-Latin name

> **STATUTORY DECLARATION**
>
> I, **[Full Latin Name]** *(in **[script]**: **[Name in non-Latin script]**)*, holder of Singapore NRIC Number **[NRIC Number]** and Singapore Passport Number **[Passport Number]**, of **[Residential Address]**, do solemnly and sincerely declare as follows:
>
> 1. My name as recorded in my Singapore NRIC and Singapore Passport is **[Full Latin Name]**, with my **[Chinese / Tamil / Arabic]** name **[Name in script]** also appearing on the said document(s) *(if applicable)*.
> 2. My name as recorded in **[other document, e.g. my [country] passport / household registration / birth certificate]** is **[Name in script]**, the Latin transliteration of which is **[Latin transliteration]**.

3. **[Name in script]** is the **[Chinese / Tamil / Arabic]** form of my name, and **[Full Latin Name]** *(and **[Latin transliteration]**, where applicable)* is the Latin form of the same name. They refer to one and the same person, namely myself.
4. I make this declaration for the purpose of producing it to **[Recipient]** in support of **[purpose]** .

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act 2000, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

DECLARED at **[Place of Signing]**)
by the abovenamed **[Full Name]**) _____
this **[Day]** day of **[Month] [Year]**) **[Full Name]**
in the presence of:)

Before me,

_____

[Name of *Commissioner for Oaths / Notary Public / Singapore Consular Officer]
*(*delete as applicable)*

Key points to remember

- A Statutory Declaration for name issues explains a name; a Deed Poll changes one. If you want a new name going forward, you need the Deed Poll.
- Sign in Singapore before a Commissioner for Oaths if you will use the declaration here, and before a Notary Public if it is going overseas, where a Notarial Certificate and an Apostille are compulsory.

- A Commissioner for Oaths who drafted your declaration cannot commission your signature on it. A Notary Public may both draft and notarise for overseas use.
- Attach every supporting document as a marked exhibit. Most rejections we see come from missing exhibits, not from wording.
- Ask the receiving authority for its requirements before you draft, sign or pay. Format, language, translation and legalisation requirements vary widely.
- Declare only what you know to be true. A false declaration is a criminal offence.

Auto-generate a draft Statutory Declaration

Prefer to fill in a form? Use our **Statutory Declaration Auto-Generation Form**. After you submit, a Word document will be emailed to you for your own editing and signing arrangements.

Prefer us to draft your Statutory Declaration?

We can draft a tailored Statutory Declaration for you. Our fee depends on complexity, the supporting documents to be exhibited, and turnaround. As an estimate only, a single-deponent name Statutory Declaration is usually in the region of **S$300 to S$800**, and it may be more or less than that. Notarisation, apostille and certified true copies are charged separately. Please **contact us** or **book an appointment** for a fee proposal.

Two points worth flagging:

- If we draft your Statutory Declaration for **use in Singapore**, you must take it to a different Commissioner for Oaths to sign..
- If we draft your Statutory Declaration for **use overseas**, we may also notarise it. Some recipients ask for the drafter and the notary to be different; tell us at the outset if that applies to you.

Statutory Declaration for name issues: common questions

What is a Statutory Declaration for name issues?

It is a written statement of fact, made under the Oaths and Declarations Act 2000, in which you confirm that two or more differently recorded names belong to you. You sign it before a Commissioner for Oaths in Singapore, or before a Notary Public if it is going abroad.

Do I need a Deed Poll or a Statutory Declaration?

Use a Deed Poll if you want to adopt a new name going forward. Use a Statutory Declaration if your name is not changing but your records disagree with each other, for example where your birth certificate and your passport spell the same name differently. Our guide to the types of name change in Singapore sets out the difference in full.

Who can witness a Statutory Declaration in Singapore?

A Commissioner for Oaths, for declarations used in Singapore. For declarations used overseas, sign before a Notary Public. If you are outside Singapore, sign before a Singapore Consular Officer or a Notary Public of that country.

Will ICA accept my Statutory Declaration for name issues?

That is ICA’s decision, not ours. We draft to the standard form and attach the exhibits ICA usually looks for, but no lawyer can guarantee acceptance. Check ICA’s current requirements for your specific application before you sign anything.

Can I sign a Statutory Declaration if I am overseas?

Yes. Sign before a Singapore Consular Officer at the nearest Singapore mission, or before a Notary Public in the country where you are. Where the declaration is coming back to Singapore, confirm with the receiving authority whether legalisation is also needed.

Does a Statutory Declaration need an apostille?

Yes, if you sign before a Notary Public in Singapore. Every notarial act here must be authenticated, so the Notary issues a Notarial Certificate and the Singapore Academy of Law (SAL) issues the Apostille.

We pay SAL's fee on your behalf and bill it to you, and you collect the Apostille after attending at our office. A declaration signed before a Commissioner for Oaths for use in Singapore needs no Apostille. For countries outside the Apostille Convention, consular legalisation applies instead.

What documents should I attach?

Attach every record that shows either version of the name, marked as exhibits: NRIC, passport, birth certificate, marriage certificate, old identity documents, school or employment records, and any Deed Poll. Missing exhibits are the commonest reason a recipient returns a declaration.

How much does a Statutory Declaration for name issues cost?

We quote each declaration on its own facts. As an estimate only, drafting is usually in the region of S$300 to S$800 depending on complexity, and it may be more or less than that. We bill commissioning, notarisation, apostille and certified true copies separately. A surcharge applies to card, Stripe and PayPal payments.

What happens if something in my declaration turns out to be untrue?

Making a false statement in a Statutory Declaration is a criminal offence in Singapore. Declare only what you know to be true, and say plainly where a fact comes from someone else, for example what your parents told you about a childhood name change.

Written and reviewed by Loh Eben Ong, Advocate & Solicitor of the Supreme Court of Singapore, Commissioner for Oaths and Notary Public. A law practice since 1994, principally in property and conveyancing, probate, wills, notarial and commissioning work.

Loh Eben Ong LLP has prepared Statutory Declarations for name issues for clients dealing with ICA, foreign immigration authorities, banks, schools and overseas registries. Visit our main site or our notary public site.

Last reviewed: 21 August 2026.

Disclaimer

The samples on this page are provided for general information only. They are not legal advice and they may not be suitable for your particular situation. Singapore law, foreign law and recipients'

practices change from time to time and may be interpreted differently on different facts.

A statutory declaration is only as useful as the recipient is willing to treat it. **Loh Eben Ong LLP does not advise on, warrant or guarantee that any sample provided here, or any Statutory Declaration drafted by you using these samples, will be accepted by your intended recipient.** Different organisations, authorities and institutions have their own requirements as to format, content, supporting documents, language, translation and legalisation. You are strongly advised to verify those requirements with the recipient before drafting, signing or paying for any Statutory Declaration.

By using a sample on this page, you accept that Loh Eben Ong LLP is not liable to you or to any other person for any decision made or action taken in reliance on the sample, or for any loss arising from the recipient's refusal to accept the Statutory Declaration. If you need advice tailored to your circumstances, please **contact us** or another qualified legal professional.

Need this done properly? We draft, commission and notarise Statutory Declarations for name issues daily. Book an appointment, or use our free Statutory Declaration form to generate a draft first.