After Your Deed Poll: Updating Your IC, Passport and Other Records

Post Deed Poll · https://help.law.com.sg/faq/what-should-i-do-after-ive-done-a-deed-poll/

Signing a Deed Poll does not by itself change your name. You must apply to the Immigration & Checkpoints Authority (ICA) to change the name in your NRIC within 28 days from the date of the Deed Poll, or the Deed Poll lapses.

I have done a Deed Poll. Does it mean my name has changed?

Obtaining a Deed Poll is just the first step in changing your name. Your lawyer prepares the Deed Poll for you to sign in his presence, but your name has not changed until you notify ICA. Your lawyer does not notify anyone. The onus is on you to effect the change of your name in your NRIC at ICA within 28 days from the date of the Deed Poll.

How do I change the name in my NRIC?

1. Submit your application for a replacement NRIC to ICA within 28 days of the Deed Poll. You can apply online via ICA Online or through ICA's counter service; refer to ICA's Update Change of Name resource for more information.
2. The new IC will usually be produced and issued to you within a day, but please check with ICA, as this is subject to the authorities' policies.

What if I fail to change my IC within 28 days?

If you have a Singapore IC and do not change your name in it within 28 days from the date of the Deed Poll, the Deed Poll lapses. It cannot be extended or renewed. You will have to sign a fresh Deed Poll and pay a fee for the new document.

My child does not have an IC. What should I do?

There is no official documentation from ICA on this issue. Based on our experience, the parents of a minor child without an IC should either:

- attend at the ICA Registry of Births and Deaths to update the child's records with the Deed Poll; or
- attend at ICA to change the child's Singapore passport to the new name with the Deed Poll.

This is general information only, and you are advised to contact ICA for its official position.

Do I need to change the name in my passport?

After the name in your NRIC has been changed, the onus of whether to also update your Singapore passport lies with you. To be consistent with your IC, you should change the name in your passport. You can do so at ICA after your IC has been updated. We strongly advise you to update your passport before you book any travel ticket or travel overseas. If in doubt, please contact ICA directly.

Must I inform other government departments?

Information on your change of name may not be transmitted to other government departments. It is advisable to notify the relevant government agencies (eg. CPF Board, HDB, SLA, IRAS and LTA) of your new name. They may require sight of the original Deed Poll for verification, and you should forward them a copy of your Deed Poll when requested. The onus of reporting the change lies with you.

Should I inform banks and private institutions?

Yes, it is advisable. As a matter of policy, we do not assist clients to notify any third party, such as banks, schools or employers. The onus of notifying them lies with you.

For banks, bring your new NRIC and the original Deed Poll (with a copy for the bank) to any branch in Singapore. Other institutions' requirements vary: some may accept a scanned copy of your Deed Poll, while others may require sight of the original. Contact them for their requirements.

What about my other documents?

Below is a non-exhaustive list of common documents and agencies, with suggested approaches (subject to errors and your verification with the proper bodies):

1. Birth certificate: usually, you cannot update the name after the child is 1 year old.
2. Marriage certificate: your new IC and Deed Poll may be sufficient, but check with ROM.
3. CPF: check with ICA at the time of changing your IC, or with the CPF Board; the name may be updated automatically.
4. Educational certificates: the option is yours; check with the institutions on whether the name can be updated.
5. Insurance: check with your insurer or agent.
6. Property: it is up to you whether to incur legal costs to update title deeds; if the property is mortgaged, the process can be fairly complicated.
7. Vehicle ownership: check with LTA, but this may be updated automatically.
8. School: notify the school and furnish a copy of the Deed Poll.
9. Utilities providers: the onus is on you if you wish to notify them.

If I change my address, do I need another Deed Poll?

No. Your name and ID number remain the same, so no new Deed Poll is needed for a change of address.

Keep your original Deed Poll safe

Various authorities, including overseas immigration authorities for migration purposes, may require sight of the original Deed Poll or a certified true copy in lieu of the original. Keep it safely. If you lose it, see our guide on lost Deed Polls and certified true copies.

These matters involve government policies, so we can only provide guidance, not advice. If you need help with a new Deed Poll, please contact us or submit your application at law.com.sg/deed-poll-online.