

## Document Checklist for Long-Term Visit Pass

**Before you apply online, please prepare the following documents where applicable:**

	Applicant	Sponsor
<b>Personal</b>		
Passport-sized photo  a) A coloured digital photograph taken recently in dimensions 400 x 514 pixels;  b) Taken full face without headgear unless you wear a headgear habitually in accordance with religious or racial customs. The headgear must not hide your facial features;  c) The photo background must be white in colour	<input type="checkbox"/>	Not required
Passport/ travel document (only for documents not issued by ICA)	<input type="checkbox"/>	Not required
Birth certificate/ household register (only for births not registered in Singapore)	<input type="checkbox"/> *only for minors	<input type="checkbox"/> *only when sponsoring parent
Adoption papers	<input type="checkbox"/> *only for minors	<input type="checkbox"/>
Marriage certificate (only for marriages not registered in Singapore)	<input type="checkbox"/> *only for spouse	<input type="checkbox"/>
Separation deed	<input type="checkbox"/> *only for spouse	<input type="checkbox"/>
Deed poll or religious certificate for change of name	<input type="checkbox"/>	<input type="checkbox"/>
<b>Family</b>		
Divorce certificates including certificate of Making Interim Judgment Final	<input type="checkbox"/> *only for spouse	<input type="checkbox"/>

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Death certificate of spouse from previous marriage(s) (only for deaths not registered in Singapore)	<input type="checkbox"/> *only for spouse	<input type="checkbox"/>
<b>Employment</b>		
Letter of employment from current employer, dated no more than 3 months from the date your online application, stating occupation, date of employment, basic and gross salary per month	<input type="checkbox"/> *only for spouse	<input type="checkbox"/>
Pay slips from the last 6 months	<input type="checkbox"/> *only for spouse	<input type="checkbox"/>
Latest 3 years' Income tax assessment/ receipts (only if working overseas)	<input type="checkbox"/> *only for spouse	<input type="checkbox"/>
For self-employed, <ul style="list-style-type: none"> <li>• Latest Business Registration Certificate from the Accounting &amp; Corporate Regulatory Authority (ACRA)</li> <li>• Latest 3 years' balance sheets</li> <li>• Latest 3 years' profit and loss statements</li> </ul>	<input type="checkbox"/> *only for spouse	<input type="checkbox"/>
<p><b><u>Note:</u> ICA may contact the main applicant/ sponsor for other supporting documents that are not listed above when making an assessment on your application.</b></p>		