

## REQUEST FORM FOR UPDATING OF STUDENT'S ADDRESS

1. This form will take you about 5 minutes to complete. You may need the information in your child's/ward's NRIC, Parents' / Legal Guardian's/ Caregiver's NRIC to complete the form.
2. For item marked \*, you must bring along the original supporting documents such as the NRIC of the Parent/ Legal Guardian/ Caregiver, Letter from Hostel, Children's Home, Identification documents (for non-NRIC holder), etc.
3. If you have any enquiries, please contact your child's/ ward's school.

### This section is to be completed by the Parent/ Legal Guardian/ Caregiver

Name of Student: \_\_\_\_\_

Identification No: \_\_\_\_\_

Level/Class: \_\_\_\_\_

Student's New Address (for local residential address only):

Singapore \_\_\_\_\_

Type of Home  (tick 1 box):

1	2	3	4	5	- Room HDB Flat	<input type="checkbox"/>	Government Exec Flat	<input type="checkbox"/>	HUDC Flat
<input type="checkbox"/> Private Flat/ Condominium		<input type="checkbox"/> Detached House		<input type="checkbox"/> Semi-Detached House					
<input type="checkbox"/> Terrace House		<input type="checkbox"/> Shophouse		<input type="checkbox"/> Others (specify): _____					

Ownership:

Owned       Rented       Others (specify): \_\_\_\_\_

Source of Address\*:

(tick 1 box)

- Student's NRIC
- Father's NRIC
- Mother's NRIC
- Legal Guardian's NRIC
- Caregiver's NRIC (Please specify Name, S'pore NRIC No. of Caregiver and Relationship with child below)

Name of Caregiver: \_\_\_\_\_

S'pore NRIC No. of Caregiver: \_\_\_\_\_

Relationship with Student: \_\_\_\_\_

- Others: \_\_\_\_\_  
(Please provide reason on why none of the above applies, e.g. hostel address, house reno, etc)

I declare that the information provided in this form is true to the best of my knowledge and belief. I acknowledge that the Ministry of Education may share all necessary data (including personal data of both my child/ward and I) with other parties to facilitate the provision of services for my child's/ward's educational advancement or other purposes beneficial to my child/ward, as determined by the Government, unless such sharing is prohibited by law.

\_\_\_\_\_  
Parent's/ Legal Guardian's / Caregiver's Name\*\*

\_\_\_\_\_  
Signature and Date

(\*\*delete as appropriate)

**This section is to be completed by School**

The change to the student address as declared by the parent/ legal guardian/ caregiver was updated in School Cockpit Plus on \_\_\_\_\_ (date).

\_\_\_\_\_  
Name of School Staff

\_\_\_\_\_  
Signature of School Staff

\_\_\_\_\_  
Date

Req form-Off-Add (Ver 4.0)