

## 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):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 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

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