

Request Form for Updating of Student's Address

1. This form will take you about 5 minutes to complete. You will need the information in your child's/ ward's NRIC and Parents'/ Legal Guardian's NRIC to complete the form.
2. If you have any enquiries, please contact your child's/ ward's school.

This section is to be completed by the Parent/ Legal Guardian		
Name of Student:		
Student's Identification No:	Student's Level/Class:	
Student's New Local Residential Address:		
_____ Singapore _____		
Address for MOE's Official Use <input checked="" type="checkbox"/> (tick 1 box):		
<ul style="list-style-type: none"> • Please tick the address below which reflects the student's new local residential address. • This address will be used by MOE for any official decision making and mailing of official letters. 		
<input type="checkbox"/>	Student's NRIC Address (For students aged 15 and above)	
<input type="checkbox"/>	Father's NRIC Address	
<input type="checkbox"/>	Mother's NRIC Address	
<input type="checkbox"/>	Legal Guardian's NRIC Address	
<input type="checkbox"/>	Others: _____ (Please provide reason on why none of the above applies, e.g. hostel address, house reno, etc)	
Type of Home <input checked="" type="checkbox"/> (tick 1 box):		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3
4	5	- Room HDB Flat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Flat/ Condominium	Detached House	HUDC Flat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terrace House	Shophouse	Others (specify): _____

I declare that the information provided in this form is true to the best of my knowledge and belief.

Parent's/ Legal Guardian's* Name
(*delete as appropriate)

Signature and Date

This section is to be completed by School

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

Name of School Staff

Signature of School Staff

Date

(*delete as appropriate)

Reqform-Off-Add (Ver 4.0)