



• 63A Chartwell Drive • Singapore 558758 • Tel 6280 6076

I would like to request for a certified true copy of: (Please check (✓) the appropriate box)

☐

Baptism Extract

☐

Letter of Marriage

☐

Letter of Confirmation

☐

Others - Please specify:

PARTICULARS OF REQUESTOR (All fields are mandatory)

Name					
Date of Birth		NRIC	(last 4 alphanumeric)		
Address					
Home Tel		Mobile		Email	
Purpose of request:					

If this request is not for your own certificate, please complete the following:

Purpose of request:	
Relationship to subject:	NRIC (last 4 alphanumeric)

If yours is not a direct relationship (parents or guardians) with the subject, please provide proof that you are authorised to make this request. (The information asked for here is for us to verify if your request is valid and legal, and to contact you on this request)

PARTICULARS OF PERSON(S) ON CERTIFICATE (please ensure the name is given correctly)

Name		NRIC	(last 4 alphanumeric)
Name		NRIC	(last 4 alphanumeric)
Name		NRIC	(last 4 alphanumeric)

COLLECTION AUTHORISATION

I authorise _____ of
(Name)

to collect the certificate on my behalf.

(NRIC-last 4 digits/Passport No.)

Power of Attorney	Office Receipt and Signature
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IMPORTANT PDPA NOTICE

The Church of St Francis Xavier ("the Church") safeguards all personal data collected through any ministry, parish, commission, or activity, in accordance with the Singapore Data Protection Act 2012 ("PDPA"). In compliance with the PDPA and by signing this form, I agree and consent to the collection, receipt, processing, disclosure, storage and use of all my personal data and all such data submitted to the Church for the purpose of processing and administration of the abovementioned.

I certify that the above information is true and to the best of my knowledge. I acknowledge and agree to abide by the guidelines and PDPA notice.

Name & Signature of Applicant

Date