



# Archives Reading Room Verification of School Records

Name of Requester : \_\_\_\_\_

Contact Number : \_\_\_\_\_ Email Address : \_\_\_\_\_

Mailing Address : \_\_\_\_\_  
\_\_\_\_\_

School Attended : \_\_\_\_\_

Period of Study : \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Purpose :  Job/Course Application  PR Application  Child's Pri 1  
 Others : \_\_\_\_\_ Registration

Date of Request : \_\_\_\_\_

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**FOR OFFICIAL USE**
Mode of Request :  Phone  Email  OnsiteParticulars as reflected in school records

Microfilm number	Attendance	Admission	Leaving certificates

Name : \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Identification No : \_\_\_\_\_ Admission No. : \_\_\_\_\_

Date Admitted : \_\_\_\_\_ Class: \_\_\_\_\_

Left On : \_\_\_\_\_ Class: \_\_\_\_\_

Highest Standard Attended : \_\_\_\_\_

Remarks (if any) : \_\_\_\_\_

Payment & Search OutcomeVerification Letter :  Provided  
 Not providedResult of Search :  Successful  
 Unsuccessful  
 Records not transferredUpdated Requester by :  Phone  Email  
 Onsite

Date of Update : \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Duty Officer(s) : \_\_\_\_\_

Search/Copy fee : \$ \_\_\_\_\_

Remarks (if any): \_\_\_\_\_

Receipt No. : \_\_\_\_\_



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Dear Requester,

1. NAS can only verify school records based on records that were transferred to NAS. For example, if you studied in Nan Chiau High School from 1967 – 1970 but only records up to 1968 were transferred to NAS, school records relating to Nan Chiau can only be verified up to 1968.
2. NAS will conduct the search and update you of the outcome within 3 working days.
3. For a successful school record search, NAS will provide a letter stating the outcome of the search and a fee of \$3.35 (inclusive of 7% GST) is levied. No fee is levied for an unsuccessful school record search.
4. Please provide your identity card (NRIC) for verification if a school record search letter is issued. You may email the scan of your NRIC to [nas@nlb.gov.sg](mailto:nas@nlb.gov.sg), or present it for verification at the Archives Reading Room, when you make payment and collect the letter for the successful school record search. For an unsuccessful school record search letter, NAS will mail the letter to the mailing address provided.
5. If you are authorising someone to collect the letter on your behalf, please provide an authorisation letter stating your representative's name and NRIC no. Your representative would have to produce their NRIC for verification, a copy of your NRIC and the authorisation letter.