



Please attach  
1 Passport  
Picture for your  
C-of-O  
here carefully at  
the Edge of the  
Photo.  
Don't pin the  
Face!

NASARAWA STATE OF NIGERIA  
MINISTRY OF LANDS AND URBAN DEVELOPMENT

**ISSUANCE OF NEW SECURED CERTIFICATE-OF-OCCUPANCY**  
*Update Form for Individual Title Holder*

FOR OFFICIAL USE ONLY (INFO DESK): <input type="checkbox"/> Private	Officer checked
<p>1. Date: Day / Month / Year <small>(Applicants whose details have changed since their File was opened, should fill and submit this Form to allow NAGIS to issue your C-of-O. This Form can also be used to update your Details after you receive your C-of-O at the Deeds Registrars office. Extra Fees will be charged for Reprint of C-of-O.)</small></p> <p>2. Title: First: Middle: Surname:</p> <p>3. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female 4. Date of Birth: 5. Occupation: 6. Children:</p> <p>7. Nationality: 8. State of Origin: 9. Local Gov.:</p> <p>10. Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed</p> <p>11. Religion: <input type="checkbox"/> Christianity <input type="checkbox"/> Islam <input type="checkbox"/> None <input type="checkbox"/> Other specify: _____</p> <p>12. Education: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary <input type="checkbox"/> Other specify: _____</p> <p>13. House No: (7) Street Name: (Shendan) Street Extension: (Road)</p> <p>District: (Bukan Sidi) City/Town: (Lafia) State: (Nasarawa)</p> <p>Country: (Nigeria) P.O./P.M.B.: (040 Lafia) C/O: _____</p> <p>Additional Address Information: (Rukuba Barracks)</p> <p>14. Phone 1: Phone 2: Phone 3:</p> <p>15. Office Phone: 16. E-mail:</p> <p>17. Delivered in Person? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", give name and phone of Contact Person? Phone: _____</p> <p>First: Middle: Surname:</p> <p>18. Are you the original Title Holder? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", who is the Allotee and how did you acquire the plot?</p> <p><input type="checkbox"/> Change of Ownership <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Assignment <input type="checkbox"/> Deed of Gift <input type="checkbox"/> Sublease <input type="checkbox"/> Other: _____</p> <p>Name of Allotee: Register Date: Day / Month / Year</p> <p>19. Documents received: <input type="checkbox"/> C-of-O (old Type) <input type="checkbox"/> Bill for R-of-O <input type="checkbox"/> Terms and Condition (R-of-O) <input type="checkbox"/> Ground Rent Demand <input type="checkbox"/> Secured C-of-O (blue framed)</p> <p>Any other Bill for Outstanding Payments (specify): _____</p> <p>20. Demarcation of Plot: <input type="checkbox"/> the Plot is surveyed (Survey Data submitted) <input type="checkbox"/> the Plot is <b>NOT</b> surveyed and I need a Property Identification for my TDP <small>(if your Plot is not surveyed please fill an Property Identification Form)</small></p> <p>21. Comments that could assist the authority in processing this application: _____</p> <p>22. Name of Receiver / Representative: Mobile: _____</p> <p>Applicant Signature: Representative Signature: _____</p>	

Documents to submit (R = required, O= optional):	PRIV
a) Acknowledgement Letter	R
b) One Passport sized Photograph	R
c) Copy of National ID Card or International Passport	R
d) Transaction Deed or Letter of Administration	R
e) Site-Plan or Survey Data or TDP or Coordinates	O

**Declaration:**

It is a punishable offence to provide any false information and / or make any false statements or claims when completing this form. Where it is subsequently discovered that a Certificate of Occupancy was issued based on false or inaccurate information, the Governor may at his sole discretion, revoke such Certificate of Occupancy. The Governor reserves the right to reject any application form not properly or fully completed and shall not incur any liability for any such rejection. The information you supply on this form is public knowledge may be published in the media.

Completed forms, evidence of payment and documents can be returned to either:  
to the Ministry of Lands and Urban Development in Lafia or to the NAGIS Service Centre at Mararaban Gurku or to the Area Offices in Keffi, Nasarawa and Akwanga.

