

This Form is FREE  
and NOT FOR SALE

FOR OFFICIAL USE ONLY  
Payment Detail Stamp  
Processing Fee Amount  
Receipt Number  
Signature Accountant



Please attach  
1 Passport  
Picture for your  
C-of-O  
Don't pin the Face!

NASARAWA GEOGRAPHIC INFORMATION SERVICE  
RECERTIFICATION AND ISSUANCE OF NEW CERTIFICATE-OF-OCCUPANCY

Version 4

# RECERTIFICATION

1. Application Date: Day / Month / Year

Recertification of R-of-O Number:

### Details of Applicant

2. Application applies as:  Private  Organisation  Agent

3. Name of Applicant: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g. !!!

4. Gender:  Male  Female 5. Date of Birth: (for private) 6. Registration Number (RC): (for organisation) if applicable

7. Nationality: (for private) 8. State of Origin: (for private) 9. Local Gov.:

10. House No: (7) 11. Street Name: (Shendan Road)

12. District: (Bukan Sidi) 13. City/Town: (Lafia) 14. State: (Nasarawa)

15. Additional Address Information: (Rukuba Barracks)

16. Phone: 17. Email: 18. TIN: Tax Identification Number

19. Delivered in Person?  Yes  No If "No" give name and phone of Contact Person? Phone:

First: Middle: Surname:

20. Is the Applicant the original Title Holder?  Yes  No If "No" how did you acquire the Plot and who is the former Owner?

Customary C-of-O  Assignment  Power of Attorney  Deed of Gift  Letter of Administration  Sublease  Other:

Name former Owner: Register Date: Day / Month / Year

21. Recertified Document (Proof of Ownership):  C-of-O (old Type, 3page)  Terms and Condition (R-of-O)  Secured C-of-O (blue framed, 1 page)

22. Demarcation of Plot:  the Plot is surveyed (Survey Data submitted)  the Plot is NOT surveyed and I need a Property Identification for my TDP (if your Plot is not surveyed please fill an Property Identification Form PIT)

23. Comments to assist the processing of C-of-O:

24. Name of Representative: Mobile:

Applicant Signature: Representative Signature:

Documents to submit: x =required	COM	INST	NGO	GOV	Private
a) Online Payment Receipt or POS at NAGIS direct	x	x	x	x	x
b) Registration / Particulars of Director	x	x	x		
c) Certificate of Incorporation	x	x			
d) Memorandum and Articles of Association	x	x	x		
e) Surrender C-of-O / copy of R-of-O	x	x	x	x	x
f) Transaction Deed / Power of Attorney	x	x	x	x	x
g) Letter of Administration	x	x	x	x	x
h) Court Affidavit	x	x	x	x	x
i) Police Report	x	x	x	x	x
j) Newspaper	x	x	x	x	x

According to the Application type submit the documents marked by cross (COM - Commercial; INST - Institutional; NGO - Non Governmental Organisations; GOV - Governmental; Private - Individuals;

Completed forms, evidence of payment and documents can be returned to either:

NAGIS Head Office, Lafia or to the NAGIS Service Centre, Karu or to the Area Offices of the Ministry Lands and Urban Development in Keffi, Nasarawa and Akwanga.

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.



NAGIS Helpline: 0805 482 2552 or 0703 267 7637

Version 4 (July 2020)



### PAYMENT 15,000 Naira

PAYMENT MUST REFER TO THE CBS INVOICE NUMBER!

You can pay the Application Fee:

- online at [www.nasarawaigr.com](http://www.nasarawaigr.com) (CBS, Central Billing System), or
- with POS or Online Payment direct at NAGIS Service Centre, Karu, or
- with POS or Online Payment direct at NAGIS Head Office, Lafia

### APPROVED IDENTIFICATION

National ID Card; International Passport; Drivers Licence; Voter Registration Card.