



Version 6 NASARAWA GEOGRAPHIC INFORMATION SERVICE

APPLICATION FOR CERTIFIED TRUE COPY OF DOCUMENT

Application Form for Private and Organisation Title Holder

This Form has to be submitted attached to the UCI or UCO Form with Details of the Applicant. Proof of identity is required. Recognized official ID's include National ID Card, International Passport, Driver's Licence, and Voter's Registration Card.

To apply for Certified True Copy of Document under R-of-O Number:

Name of Title Holder:

1. Application Date: Day / Month / Year 2. Application for: Private Organisation

2. Document to replace with a Certified True Copy: C-of-O Certificate of Occupancy Offer of Terms and Condition for Right of Occupancy

Registered Power of Attorney Deed of Assignment Deed of Sublease Deed of Gift Devolution Order

Other: _____

3. Reason for Certified True Copy: Original Document got lost Original Document got stolen

4. Required Document submitted: Court Affidavit Police Report two daily Newspaper Advertisements (one national and one state)

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

6. Phone of Applicant: _____ 7. TIN: _____ Tax Identification Number

8. Is the Applicant the Title Holder? Yes No If "No" give name and phone of Representative.

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

10. 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)

Applicant Signature: _____ Phone: _____

| Document to Certified True Copy | Processing Fee |
|--|----------------|
| Offer of Terms and Condition of R-of-O | 50,000 |
| Certificate of Occupancy | 150,000 |
| Registered Transaction | 10,000 |

PAYMENT MUST REFER TO THE CBS INVOICE NUMBER!
You can pay the Application Fee:
- online at 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

Short Application Guidelines

Title Holders with lost or stolen Documents can apply for Certified True Copy. Police Report, Court Affidavit and 2 Newspaper Advertisement to proof the lost or stolen Document. Applicant must complete this form and the UCI / UCO Form.

(for more Information get the full Application Guidelines from NAGIS Customer Service or www.nagis.org)

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

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.

