



## 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

The Amount includes the Processing Fee for Replacement of the Title Document. The Payment is not refundable and must be paid at **DIAMOND BANK** into the Lands Revenue Account **0025645834** of the Nasarawa State Ministry of Finance. The Bank Teller must be submitted together with the completed filled Application Form.

### 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](http://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: the Ministry of Lands and Physical Planning in Lafia or to the NAGIS Service Centre at Mararaban Gurku or to the Area Offices in Keffi, Nasarawa and Akwanga.

