

CHANGE OF PARTICULARS GUIDE

Update of Particulars
by adding Name
already existing on
Document

REQUIREMENTS

Birth Certificate issued before 1st January 2016 certified by NIRA OR Document Issued before 2014 or Passport issued before 2014

Academic document issued before 2014
Or passport issued before 2014

After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Change of Date or Month of Birth

REQUIREMENTS

Statutory declaration registered by URSB

and any of the following:

Academic Documents

Birth Certificate

After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Change of place of Birth

REQUIREMENTS

Statutory declaration registered by URSB

Birth Certificate

After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Change of year of Birth

REQUIREMENTS

Statutory declaration registered by URSB

A Test report from the Directorate of Government Analytical Laboratory as a scientific means of establishing correct age.

and any of the following:

Academic Documents

Birth Certificate

Baptism Card

After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Complete Change of Name.

REQUIREMENTS

Deed Poll Registered by **URSB**

A copy of the Gazette where the Deed Poll was published

Certificate of Good conduct from Interpol
OR Police Clearance Form

CID-Report explaining circumstances
why name differs from the Original signed
declaration at application of ID

Academic Documents where present

Any other personal documents eg
Marriage Certificates, Baptism certificate.

After submitting all the above required documents
applicants visit the nearest NIRA offices to capture
their biometrics and finalize the process.

The Documents will be verified for authenticity,
correctness, completeness and consistency. They
will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Update of Finger Prints or face

REQUIREMENTS

No requirements needed

Note: The need to update fingerprints and Face may arise by NIRA contacting a Client or when a Client is interacting with Third Party firms that use NIRA data eg. Telecoms, Banks.

To update fingerprints or picture taken, applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

CHANGE OF PARTICULARS GUIDE

Update of particulars relating to Gender

REQUIREMENTS

If Change is as a result of NIRA wrongly capturing sex in an enrollment Form, this will be corrected without payment of fees.

If change is a result of error by the applicant on the Application Form, a report from Certified Medical Doctor is a must.

If change is a result of being Hermaphrodite at Birth, a Test report from the Directorate of Government Analytical Laboratory as a scientific means of establishing correct sex.

After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Clarification of Initials

REQUIREMENTS

Statutory declaration registered by URSB

and any one of the following:

Academic Documents

Birth Certificate

Passport

After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Inclusion or deletion of maiden name

REQUIREMENTS

Statutory Declaration Registered by **URSB**

any one of the following:

Academic Documents

Birth Certificate

Passport

After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Change of name by vital of Marriage or Divorce

REQUIREMENTS

Deep Poll

A copy of the Gazette where the Deep Poll was published

and any one of the following:

Certified Copy of Marriage Certificate

Certified Copy of Decree Absolute

After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Update of Particulars
by dropping nicknames,
pet names and/or titles

REQUIREMENTS

Statutory Declaration Registered by **URSB**

and any of the following:

Academic Documents

Birth Certificate

Passport

After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Change of Name by
Omitting or Adopting a
New Name other than
by marriage or Divorce

REQUIREMENTS

Deed Poll Registered by **URSB**

A copy of the Gazette where the Deed Poll was published

Other Documents eg. Birth Certificates

After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Change of order of names

REQUIREMENTS

Statutory declaration registered by URSB

and any of the following:

Academic Documents

Birth Certificate

Passport

After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Change of religion

REQUIREMENTS

Statutory declaration registered by URSB

Letter from Church/Mosque or Religious Organisation confirming the change of religion

After submitting all the above required documents applicants visit the nearest NIRA offices.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Change of Residence

REQUIREMENTS

Letter or residence from the new place of residence

Note: Your information will be updated by no new ID issued.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Change of signature

REQUIREMENTS

NIRA error, (correct the error)

Applicants error/mistake, (Statutory Declaration registered by URSB)

After submitting the required documents,

After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

CHANGE OF PARTICULARS GUIDE

Change of Spouse

REQUIREMENTS

Statutory declaration registered by URSB

and any one of the following:

Certified copy of a Marriage certificate

Certified copy of Decree Absolute(if the change was by virtue of divorce and subsequently a new marriage is entered into)

Certified copy of the Death Certificate (if it was as a result of a death of a spouse)

After submitting the required documents applicant will be informed when the National Identification Register has been updated to reflect the change

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.