



REQUIRED DOCUMENTS FOR RECAPTURE FOR FEDERAL AND STATE GOVT TREASURY FUNDED MDAS EMPLOYEES.

1. A recent Passport photograph of RSA holder (*with white background & no glasses*) RSA holders' name to be written at the back.
2. National Identity card or enrolment slips issued by NIMC indicating NIN Number
3. Bank Verification Number (BVN)
4. Birth certificate or Age declaration (*Original for sighting and a photocopy*).
5. Recent RSA statement or Welcome letter indicating registrations and showing your PIN
6. Proof of Address – using recent utility bill, Waste bill, LAWMA Bill, etc. (*original for sighting and a photocopy*).
7. Identity card of RSA holder (*any of Staff ID card; Drivers' license, Permanent voters' card or International Passport*).
8. For Clients that have changed their names pls provide the following - Marriage Certificate & Newspaper publication or Court Affidavit.
9. Clients unable to provide the needed biometric due to Physical Challenge are to provide a letter of Indemnity.
10. Direct capture of the Photograph (*passport size*) of client & their Signature will be done directly by us during the recapture.
11. Letter of First employment or Attestation letter in the case of Police personnel.
12. Date of Current Employment/ Posting
13. Date of Transfer of service (*If any*).
14. Promotion Letter and Pay slip indicating Current Grade Level and Step (*where applicable*)
15. Promotion Letter and Pay slip indicating Grade Level and Step as at 30th June 2004 (*where applicable*).
16. Promotion Letter and Pay slip indicating Grade Level and Step as at January 2007 (*where applicable*).
17. Promotion Letter and Pay slip indicating Grade Level and Step as at July 2010 (*where applicable*).
18. Promotion Letter and Pay slip indicating Grade Level and Step as at December 2013 (*where applicable*).
19. Promotion Letter and Pay slip indicating Grade Level and Step as at December 2016 (*where applicable*)
20. IPPIS Number (*For employees of MDAs under IPPIS*).