



## **REQUIRED DOCUMENTS FOR RECAPTURE FOR PRIVATE AND NON-TREASURY FUNDED FEDERAL AND STATE GOVT MDAs.**

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 employment (*for private sector employees*).
12. Letter of First Appointment (*for Public Sector Employees*).
13. Date of Current Employment (*for Public Sector Employees*)
14. Date of Transfer of service (If any). (*for Public Sector Employees*)