



Please attach  
1 Passport  
Picture for your  
C-of-O  
here carefully at  
the Edge of the  
Photo.  
Don't pin the  
Face!

**NASARAWA GEOGRAPHIC INFORMATION SERVICE**

**ISSUANCE OF NEW SECURED CERTIFICATE-OF-OCCUPANCY**  
*Update Form for Individual Title Holder*

UCI in combination with: ☐ PIT ☐ ASG ☐ POA ☐ MOT ☐ GIF ☐ SUB ☐ PEX ☐ CLU ☐ RPL ☐ CTC ☐ DVO ☐ CNA

1. Date: Day / Month / Year (Applicants whose details have changed since their File was opened, should fill and submit this Form to allow NAGIS to issue your C-of-O. This Form can also be used to update your Details after you receive your C-of-O at the Deeds Registrars office. Extra Fees will be charged for Reprint of C-of-O.)

2. Title: First: Middle: Surname:

3. Gender: ☐ Male ☐ Female 4. Date of Birth:                      5. Occupation:                      6. Children:                     

7. Nationality:                      8. State of Origin:                      9. Local Gov.:                     

10. Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed

11. Religion: ☐ Christianity ☐ Islam ☐ None ☐ Other specify:                     

12. Education: ☐ Primary ☐ Secondary ☐ Tertiary ☐ Other specify:                     

13. House No:                      (7) Street Name:                      (Shendan Road)

District:                      (Bukan Sidi) City/Town:                      (Lafia) State:                      (Nasarawa)

Country:                      (Nigeria) P.O. /P.M.B.:                      (040 Lafia) C/O:                     

Additional Address Information:                      (Rukuba Barracks)

14. Phone 1:                      Phone 2:                      Phone 3:                     

15. TIN:                      Tax Identification Number 16. E-mail:                     

17. Delivered in Person? ☐ Yes ☐ No If "No" give name and phone of Contact Person? Phone:                     

First:                      Middle:                      Surname:                     

18. Is the Applicant the original Title Holder? ☐ Yes ☐ No If "No" how did you acquire the Plot and who is the former Owner?

☐ Change of Ownership ☐ Customary C-of-O ☐ Power of Attorney ☐ Assignment ☐ Allocation Letter ☐ Part Surrender

☐ Sublease ☐ Deed of Gift ☐ Letter of Administration ☐ Other:                     

Name of Allottee:                      Register Date: Day / Month / Year

19. Proof of Ownership: ☐ C-of-O (old Type) ☐ Bill for R-of-O ☐ Terms and Condition (R-of-O) ☐ Ground Rent Demand ☐ Secured C-of-O (blue framed)

Any other Bill or Document to proof Ownership (specify):                     

20. 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)

21. Comments to assist the processing of C-o-o:                     

22. Name of Representative:                      Mobile:                     

Applicant Signature:                      Representative Signature:                     

Required Documents to update the R-of-O /C-of-O	PRIVATE
Acknowledgement Letter	required
One Passport sized Photograph	required
Proof of Identity	required
Proof of Ownership (copy of R-of-O or C-of-O)	required
Site Plan or Survey Report or Coordinates or TDP	optional

**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.

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.

