

*Extraordinary*



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<i>S.I. No.</i>	<i>Short Title</i>	<i>Page</i>
17	Registration of Persons and Contents of the National Identity Database Regulations, 2017 .. .. .	B511-535

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**B 510**

**NATIONAL IDENTITY MANAGEMENT COMMISSION ACT, 2007**

**REGISTRATION OF PERSONS AND CONTENTS OF THE  
NATIONAL IDENTITY DATABASE REGULATIONS, 2017**



ARRANGEMENT OF REGULATIONS

*Regulations :*

PART I—REGISTRATION

1. Registrable individuals.
2. Registration process.

PART II—NATIONAL IDENTITY DATABASE

3. National Identity Database.
4. Amendments or modification of registered information.
5. Change in personal information.
6. Error in registered information.
7. Process of amendment or modification.

PART III—GENERAL MULTI-PURPOSE CARD

8. Issuance and re-issuance of GMPC.
9. Replacement of a GMPC.
10. Recovery of misplaced GMPC.
11. Charge for issuance of GMPC.
12. Transfer and alteration of GMPC.
13. Return of the GMPC upon death of a registered person.
14. Return of GMPC for immigration purposes.
15. Procedure for return of GMPC.

PART IV—MISCELLANEOUS PROVISIONS

16. Offences and penalties.
17. Complaints or enquiries.
18. Transitional provisions.
19. Directions.
20. Interpretation.
21. Citation.

SCHEDULES

**B 512**

S. I. No. 17 of 2017

**NATIONAL IDENTITY MANAGEMENT COMMISSION ACT, 2007**

**REGISTRATION OF PERSONS AND CONTENTS OF THE  
NATIONAL INDENTITY DATABASE REGULATIONS, 2017**

[26th Day of October, 2017]

Commence-  
ment.

**In exercise of the powers conferred on it by sections 31 of the National Identity Management Commission Act 2007 and all other powers enabling it in that behalf, the National Identity Management Commission (“the Commission”) makes the following Regulations—**

**PART I—REGISTRATION**

**1.—(1)** The Commission shall or through licensed agent, register and enroll registrable persons and issue the National Identification Number (NIN) and General Multi-Purpose Cards (GMPC) to such persons.

Registrable  
individuals.

(2) Registrable persons shall for the purpose of enrollment and registration be categorized as follows—

(a) registrable persons who are sixteen years and above shall be issued with the NIN and GMPC upon enrolment ; and

(b) registrable persons who are below sixteen years of age shall be issued with a NIN only at the time of enrolment but shall, on attainment of the age of sixteen years, be issued with a GMPC.

(3) A registrable person who has attained the age of sixteen years shall present himself at an enrolment centre closest to him for enrolment.

(4) The parents, or guardian of a registrable person who is less than sixteen years of age shall present that person at an Enrolment Centre closest to him for registration in accordance with these Regulations and any relevant guideline as may be issued by the Commission from time to time.

(5) The following persons shall not be registered or be required to register under these Regulations—

(a) a foreigner who is validly transiting through Nigeria or is employed for or resides in Nigeria for less than twenty four months ; and

(b) members of the diplomatic staff and of the administrative and technical staff of the diplomatic mission of any foreign State, and consular officers and employees, together with members of their families, as defined under Diplomatic Privileges Act and the Consular Relations Act, who are present in Nigeria, provided that such persons are not citizens of Nigeria or permanent residents in Nigeria.

**B 514**

Registration  
process.

2.—(1) A registrable Person shall present himself or be presented before a registration officer at an enrolment centre nearest to him and be registered in accordance with these Regulations and other relevant guidelines as may be issued by the Commission from time to time.

(2) A registrable Person who is sixteen years and above shall, at the time of enrolment complete the requisite form and shall present any of the following primary source documents to the enrolment Officer—

- (a) proof of birth and nationality ;
- (b) proof of residence ;
- (c) proof of marital status ;
- (d) international Passport ;
- (e) driver's Licence ;
- (f) State of Origin or Indigene letter ;
- (g) declaration of Age ;
- (h) Voter's Card ;
- (i) attestation letter from Traditional Ruler ;
- (j) Student Identity Card ;
- (k) National Health Insurance Scheme (NHIS) Identity Card ;
- (l) any valid staff Identity Card ;
- (m) Government Photo Identity Card ;
- (n) photo Identification issued by recognized educational institution ;
- (o) Pensioner Photo Identity Card ; and
- (p) any personal Identification Card.

(3) A registrable person below the age of sixteen years shall at the time of enrolment complete the requisite form and present the following primary source documents to the enrolment officer—

- (a) birth certificate ;
- (b) documents evidencing parents or guardian's place of birth and nationality ; and
- (c) parents or Guardian's NIN.

(4) Notwithstanding a person's inability to provide any primary source document or other acceptable documentation on proof of information provided in a registration form, such a person shall be registered but shall not be entitled to a GMPC, provided that a statement of the inability shall be included in the registered particulars.

(5) A person within Nigeria, who ceases to be exempted from the obligation to be registered under the provisions of regulation 1 (5) of these Regulations shall, within Ninety days of ceasing to be so exempt, present

himself, or be presented by his parent or guardian at the enrolment centre closest to him and be registered in accordance with these Regulations and other relevant guidelines as may be issued by the Commission from time to time.

(6) A registered individual who was registered before attaining the age of sixteen years shall, within ninety days of attaining that age present himself at an enrolment centre closest to him to update his records and provide his biometrics in accordance with these Regulations and other relevant guidelines as may be issued by the Commission.

(7) A registered individual of the age of sixteen years and above shall, within ninety days to the fifth year of the date of his last preceding registration, present himself at an enrolment centre closest to him and update his information and be re-issued with a new GMPC in accordance with these Regulations and other relevant guidelines as may be issued by the Commission from time to time.

(8) It is the responsibility and duty of the person being registered where he is sixteen years and above, or the parent or Guardian of that person where he is below the age of sixteen years, to provide true and accurate information on any particulars required by the Commission.

(9) The Commission shall assist registerable persons who are not literate or have challenges which affect their ability to register in accordance with these Regulations.

(10) A registration form filled by any registerable person referred to in sub regulation (9) of this regulation shall have a certificate endorsed thereon confirming that the duly filled form was read to that registrable person in the language he understands and confirming that he appeared to understand the information read to him.

(11) The certificate referred to in sub regulation (10) of this regulation shall be—

- (a) thumb printed or signed by the registrable person ;
- (b) signed by the person who assisted the registrable person to provide the information or fill the form ; and
- (c) deemed to have been made under oath when so thumb printed and signed.

(12) On completion of registration, a registrable person shall be notified of his NIN or the status of the registration within seven working days through his preferred medium of communication as indicated in his registration form either by issuance of a NIN Slip, a text message, email or delivery of notification at an identified pick up centre.

(13) A registration officer shall comply with the process and procedure specified in the First Schedule to these Regulations in registering registrable persons, and—

(a) ensure that the process is efficient and facilitate collection of accurate data within the shortest time ; and

(b) assure confidentiality and integrity of the information obtained from registrable persons.

(14) Upon the conclusion of the registration process, the registered individual shall be issued a transaction slip which shall be presented at the relevant enrolment centre on a return date, not later than forty five days from the day of completion of registration, for collection of the GMPC.

(15) The registered individual shall, in addition to the transaction Slip be issued with a slip containing his NIN.

(16) A registered individual shall not be entitled to use the transaction identity number on his acknowledgment slip for the purposes of compliance with the provisions of Section 27 of the Act and other Regulations made under the Act.

(17) Nothing in these Regulations shall prevent the registration of a person who fails to register or update his information within the period specified under the Act or in these Regulations.

(18) The Commission—

(a) shall designate at least one enrolment centre in each State Capital, the Federal Capital Territory, and each local government area across the country ; and

(b) may engage private agencies to establish and manage enrolment centres in designated locations in Nigeria or outside Nigeria.

(19) The list and addresses of all the enrolment centres within and outside Nigeria shall be provided on the Commission's website and in such other places that the Commission considers appropriate for the purpose of publication.

(20) A registrable person shall register only once, and any person who attempts to register more than once or is in possession of multiple NIN or GMPC in contravention of these Regulations and the Act, commits an offence and shall be liable in accordance with the provision of section 30 of the Act.

(21) A registration officer may for the purpose of carrying out the provisions of these Regulations and any other Regulations issued by the Commission—

(a) call upon an applicant to appear before him to answer any question which he may consider necessary for such purpose ;



(b) require any person applying for registration to make such further declaration or supply such further particulars or documents other than provided in sub-regulations (2) and (3) of this regulation as he may reasonably require ; and

(c) make copies and scan all primary source documents and other supporting documents submitted by the registrable person.

PART II—NATIONAL IDENTITY DATABASE

3.—(1) All information acquired from registered individuals in accordance with these Regulations shall be transmitted in the prescribed format and stored in the National Identity Database.

National Identity Database.

(2) All information contained in the National Identity database is the property of the Federal Government of Nigeria and shall be treated as classified matter under the provision of the Official Secret Act.

(3) A registration officer shall not duplicate, deal in or make copies of registered information or store in any form copies of registered information for any purpose other than as stipulated by the Commission under any Act or pursuant to the provision of these Regulations.

(4) Access to any registered information stored in the National Identity Database shall not be given to any person or entity except as provided in any Act, these Regulations or any other Regulations made pursuant to the Act.

(5) The Commission and its agents shall take reasonable precautions to preserve the integrity and prevent any corruption, loss or unauthorized disclosure of registered information obtained under these Regulations and restrict unauthorized use of the information by their employees.

4.—(1) Every request to the commission for amendment or modification to registered information shall be submitted in the prescribed form.

Amendment or modification of registered information.

(2) Except in the event of obvious error, the following data fields shall not be amended or modified—

- (a) Date of Birth ;
- (b) Sex ; and
- (c) Place of Birth.

5. Where there is a change in any of the personal information of a registered individual as recorded in the National identity database, the registered individual shall notify the Commission of the change within thirty days of the occurrence of such change by—

Change in personal information.

- (a) completing and submitting the prescribed form ;
- (b) submitting any supporting documents ; and

(c) paying the prescribed fee,  
as may be required by the commission.

Error in  
registered  
information

**6.** Where a registered individual reasonably believes that there is an error or omission in his personal information recorded in the National Identity Database which is not attributable to a change in the individual's personal information, the registered individual shall notify the Commission by completing and submitting the prescribed form together with any supporting document as may be required by the Commission, requesting—

(a) the correction of the personal information ; and

(b) that any person or body to whom the personal information had been disclosed within the period of six months immediately preceding the date of the notification be informed of any correction made pursuant to these Regulations.

Process of  
amendment  
or  
modification.

**7.—(1)** Where the Commission accepts to make a correction pursuant to a request under regulation 5 or 6 of these Regulations, it shall within thirty days of the receipt of notification under these Regulations—

(a) cause the relevant personal information to be corrected and notify the Registered Individual of the correction, provided that the notification shall have attached to it a record of the information as amended and stored in the National Identity Database ; and

(b) In case of a request under regulation 6—

(i) notify any person or body to whom the personal information has been disclosed within the period of six months immediately preceding the date of the notification of the correction made to the registered individual's personal information, and

(ii) The registered individual shall be entitled to a copy of such notification except where not permitted by law or under the circumstance under which the initial disclosure was made.

(2) Every correction or amendment made to the information stored in the Database shall be tracked and stored in the Database.

(3) The Commission shall be entitled to refuse a request for correction of registered information where it is not convinced of the genuineness or authenticity of the grounds for the requested correction or amendment and it shall be the duty of the registered individual to provide proof to the satisfaction of the Commission of the authenticity of the grounds upon which the request for the correction is made.

(4) Where the Commission refuses, partly or in whole, a request for correction of personal information under these Regulations, it shall within a period of thirty days of the receipt of the request, attach a notation to the

personal information indicating that the requested correction was refused and the grounds for the refusal.

(5) A registered individual may at any time not later than thirty days after the date of receipt of the notification of the Commission's refusal of his request for correction—

(a) appeal the decision by submitting a request to the Commission in writing, for a review of the Commission's decision ;

(b) state the reasons for the request ; and

(c) attach the evidence in support of the reasons by way of a sworn affidavit.

(6) Upon receipt of the aggrieved registered individual's appeal, the Commission shall review its decision, taking into consideration the reasons and the evidence adduced by the aggrieved registered individual.

(7) The Commission shall not later than sixty days from the date of receipt of the aggrieved registered individual's appeal, conclude its review of the decision and inform the aggrieved registered individual in writing of its final decision and the reasons for the decision.

(8) An aggrieved registered individual may appeal to the Court for a judicial review of the Commission's final decision or other action, provided that—

(a) the final decision or the action of the Commission that is the subject matter of an application for judicial review shall remain binding until it is expressly reversed in a final judgement or order of the Court ; and

(b) a person shall not apply to the Court for a judicial review unless that person has first exhausted all other remedies provided under these Regulations or other relevant enactment of the National Assembly or Regulations issued by the Commission.

(9) Where the personal information sought to be corrected under regulation 5 of these Regulations, is the registered individual's name—

(a) such registered individual shall submit the following with the request for correction—

(i) a sworn affidavit from the High Court having jurisdiction in the applicant's State of residence, and

(ii) a copy of the Marriage Certificate and a national newspaper publication in respect of the change of name ; and

(b) the Commission shall issue a replacement GMPC and withdraw and cancel the original GMPC.

(10) Where a registered individual seeks to correct personal information other than his name, such registered individual shall submit the following with the request for correction—

(a) a sworn affidavit from the High Court having jurisdiction in the applicant's State of residence verifying the change and the new information sought to be recorded ; and

(b) a copy of any document establishing the authenticity of the new information.

(11) Every amendment or modification other than by reason of mistake of a registration officer shall attract a fee as stipulated in the third Schedule to these Regulations.

(12) The Commission may review the enrolment form completed by the registered individual at the initial registration to ascertain that the request for the correction and the new information provided is accurate and correct.

PART III—GENERAL MULTIPURPOSE CARD

Issuance and re-issuance of a GMPC.

**8.**—(1) The Commission shall within forty five days of the completion of the registration of a registrable person who is sixteen years and above or the update of a registrable person upon attaining the age of sixteen years, issue to such a person a GMPC containing the person's name, photograph, date of birth and such other demographic and biometric particulars as may be necessary for his identification.

(2) A GMPC shall be valid for a period of five years from the date of issuance and the holder shall be required to update his information and obtain a new GMPC within the period specified under regulation 2 (7) of these Regulation.

(3) Where a registered individual fails to update his information as required under sub-regulation (2) of this regulation, he shall not be entitled to any benefit accruing from the continued use of a GMPC.

(4) A person issued with a GMPC shall be responsible for its safe custody.

(5) It is the duty of a registered individual and holder of an GMPC to surrender and handover the old GMPC to a registration officer at the enrolment centre for cancellation and destruction.

Replacement of a GMPC.

**9.**—(1) Where a GMPC is lost, destroyed, or defaced such that the particulars or some of the particulars are no longer clear, the person to whom the card relates shall immediately report the fact to the enrolment centre closest to him and apply for a replacement by completing the prescribed form.

(2) The applicant shall attach the following to the duly completed application form—

- (a) a sworn affidavit from the High Court having jurisdiction in the applicant’s State of residence stating the reasons for the application ; and
- (b) a Police Report in case of lost or stolen GMPC.

(3) Upon receipt and evaluation of the application form referred to in this regulation, a replacement GMPC may be issued by the Commission in place of the lost, destroyed or defaced GMPC on such condition as may be imposed by the Commission at the time of reissuance and in case of a defaced GMPC, the defaced GMPC together with a copy shall be submitted to the Commission at the time of the collection of the replacement GMPC.

**10.—**(1) Where a registered individual, who has reported the loss of a GMPC, recovers same, he shall immediately notify the Commission of such recovery and retain the recovered GMPC, if no replacement GMPC has been issued to him.

Recovery of misplaced GMPC.

(2) Where a registered individual, recovers possession of his GMPC after a replacement GMPC has been issued to him, he shall within twenty-one days of the recovery of the lost GMPC surrender same to the Commission for cancellation, together with a duly filled form confirming the recovery and surrender to the Commission or the Police.

(3) Any person who finds or comes into possession of a GMPC which does not belong to him shall immediately deliver it to the registered individual to whom it relates, the enrolment centre closest to him or the Commission.

**11. The Commission—**

- (a) may, subject to availability, issue a GMPC at the first instance free of charge ;
- (b) shall charge a fee for subsequent issuance and re-issuance or replacement of lost or damaged GMPC ; and
- (c) may direct the manner for the payment of the fees, which fees shall be prescribed in the third schedule to these Regulations.

Charge for issuance of a GMPC

**12.—**(1) A registered individual shall not transfer a GMPC issued to him by the commission.

Transfer and alterations to a GMPC.

(2) No person shall make any mark or endorsement or entry upon or erase, tamper with, cancel or alter any mark, endorsement or entry contained in, or otherwise defaces or destroys a GMPC or its duplicate.

(3) Notwithstanding the provisions of sub-regulation (1) of this regulation, a Registration Officer in the course of his lawful duties may alter any mark, endorsement or entry contained in a GMPC by way of an update or modification of the information relating to the holder of the GMPC.

(4) Where a mark, endorsement or entry contained in a GMPC is altered in accordance with the provision of sub-regulation(2) of this regulation, a record of the alteration, the date of and reason for the alteration shall be included in the registered information of the registered individual in the Database.

Return of GMPC upon death of a registered individual.

**13.**—(1) On the death of a registered individual, his next of kin or legal representatives shall, at the time of reporting the death to the relevant authority, which shall not be more than ninety days after the date of the death—

(a) deliver the deceased registered individual’s GMPC to the relevant authority, which shall in turn forward the GMPC of the deceased together with particulars of the death so reported to the Commission ; and

(b) submit his NIN for verification and proof of reporting the death or deliver his GMPC to the Commission.

(2) The death certificate issued by the relevant authority shall—

(a) disclose the deceased registered individual’s NIN ;

(b) acknowledge the return of the deceased registered individual’s GMPC ; and

(c) acknowledge the receipt of the GMPC by the relevant authority.

Return of GMPC for immigration purposes.

**14.**—(1) A registered individual who intends to leave Nigeria permanently shall within thirty days prior to his intended departure from Nigeria, surrender his GMPC to a registration officer, or in exceptional circumstances, to an immigration, police or custom officer at the port of departure, and an official receipt shall be issued to the registered individual by the officer in such form as the Commission may prescribe.

(2) A registered individual who ceases to be a citizen of Nigeria shall within fourteen days of notice of such cessation surrender his GMPC to a registration officer, or in exceptional circumstances, to an immigration, police or custom officer at the place of departure, and an official receipt shall be issued by the office in such form as the Commission may prescribe.

(3) A registered individual whose Entry Permit has been cancelled, withdrawn or terminated shall, within fourteen days of receiving notice of such cancellation, withdrawal or termination, surrender his GMPC to a registration officer, or in exceptional circumstances, to an Immigration, Police or custom officer at the place of departure and an official receipt shall be issued by the officer to the registered individual in such form as the Commission may prescribe.

(4) A registered individual whose re-entry permit expired whilst outside Nigeria and who is unable to secure a renewal shall immediately on being notified of the refusal or inability to renew his permit, surrender his GMPC to the Nigerian Mission or Embassy in the country where he currently resides or

the closest Nigerian Mission or Embassy, where none exist in the country where the person is residing and an official receipt shall be issued by a designated officer of the Mission or Embassy to the registered individual in such form as the Commission may prescribe.

**15.—**(1) Any person who wishes to surrender his GMPC pursuant to regulation 14 of these Regulations shall provide the Commission with details of the circumstances surrounding his departure and such other information as the Commission shall from time to time specify in the prescribed form.

Procedure  
for return of  
GMPC.

(2) No person leaving Nigeria under regulation 14 (1) and (2) of these Regulations shall be permitted to leave without submitting his GMPC.

(3) A person leaving Nigeria under sub-regulation (2) of this regulation shall be required to present the receipt issued to him in acknowledgment of the submission of the GMPC to the Immigration Officer at the point of exit from Nigeria and the Immigration Officer shall scrutinize the receipt and affix the official stamp on it to acknowledge that same was sighted on exit from Nigeria.

(4) Where a person under obligation to return his GMPC has misplaced it and is yet to obtain a replacement GMPC, the registered individual shall submit any documentation provided to him by the Commission in lieu of a GMPC and the provisions of this regulation shall apply with the necessary modifications.

(5) An immigration, police or custom officer to whom a GMPC is given pursuant to the provisions of Regulations 13 and 14 of these Regulations, shall be responsible for the safe custody of the GMPC and shall be liable under the Act for any negligent, fraudulent or unlawful use or handling of the GMPC.

(6) The Commission shall liaise with the Nigerian Immigration Service, Nigeria Police Force, Nigeria Customs Service and any other military, para-military or security agencies including similar organization outside Nigeria that may be involved in the implementation and enforcement of the provisions of Regulations 14 and 15 of these Regulations, to devise reporting and monitoring procedures to ensure safe custody of GMPCs returned or submitted pursuant to the provisions of these Regulation.

PART IV—MISCELLANEOUS PROVISIONS

- Offences and penalties. **16.**—(1) Any offence committed in relation to the capture, storage, access and usage of contents of the NIDB shall be governed by the provisions as stipulated under section 28 of the Act and any other relevant law.
- (2) Late registration, updates and modifications as provided under the Act and in Regulations 2(5), 2(7) and 5 of these Regulations, shall attract such penalties as stipulated by the Commission from time to time.
- Complaints or inquiries. **17.**—(1) There shall be licensed Contact Centres in addition to the Customer Service Desk at each of the designated registration centres and a portal on the website of the Commission where complaint and enquiries can be channelled.
- (2) Complaints and enquiries can also be channelled through designated phone numbers by SMS or call.
- (3) The Commission shall send a feedback to such complaints or enquiries on its website or by SMS.
- Transitional provisions. **18.**—(1) Every registrable person who, as at the effective date of these Regulations, is in possession of a valid National Identity Card issued by the defunct Directorate of National Civic Registration (“DNCR”) shall immediately present himself at an Enrolment Centre and be registered in accordance with the provisions of the Act and these Regulations.
- (2) The National Identity Cards issued before the commencement of the Act shall remain valid until the expiration of the Transition Period.
- (3) The Commission shall by a publication on its website, other means of communication or by subsequent Regulations, determine the date on which the Transition Period shall commence and end.
- (4) All National Identity Cards issued by the defunct DNCR shall from the date so determined and published become invalid and shall not be used for any identification purposes.
- Directions. **19.** The Commission may from time to time issue additional rules or directions on any aspect of these Regulations, which may be of general or specific application.
- Interpretation. **20.** In these Regulations—
- “*Act*” means the National Identity Management Commission Act, 2007 ;
- “*Commission*” means the National Identity Management Commission ;
- “*Constitution*” means the Constitution of the Federal Republic Nigeria, 1999 as amended ;
- “*DNCR*” means the defunct Directorate of National Civic Registration ;



“*Enrolment*” or “*Registration*” means presentation and recording of relevant information about a registrable person for the purpose of entering same in the National Identity Database, established under the Act and the terms “*Enrol*”, “*Enrolled*”, “*Register*” and “*Registered*” shall be construed accordingly ;

“*Foreigner*” means a person who, under the provisions of Chapter III of the Constitution is not a citizen of Nigeria ;

“*GMPC*” means the General Multipurpose Card issued to a Registered Individual pursuant to section 18 of the Act ;

“*Guardian*” means a person lawfully vested with the power, and charged with the duty, of taking care of a person and managing the property and rights of that person, who, for some peculiarity of status, or defect of age, understanding, or self-control, is considered incapable of administering his own affairs ;

“*Identity Verification*” means the process, approved by the Commission, of confirming or denying a claimed identity to be correct by comparing the information on an identity token or collected on a verification platform of, (or matching the sample biometric taken from) a person requesting the confirmation with those previously proven and stored in the National identity database which are associated with the identity being claimed ;

“*Identity Verification Service*” means provision of Identity Verification in accordance with the provisions of these Regulations ;

“*Identity Verification Service Provider*” means a person duly licensed by the Commission in accordance with these Regulations for the provision of identity verification services ;

“*NIN*” means National Identification Number ;

“*Registered individual*” shall have the same meaning as in the Act ;

“*Registrable person*” means any person that is required to be registered under the Act ;

“*Registered Information*” shall have the same meaning as in the Act ;

“*Slip*” means acknowledgement slip containing the NIN of the applicant ;

“*Transition Period*” means the period commencing from the effective date of these Regulations and expiring on the date determined by the Commission pursuant to Regulation 18 of these Regulations, during which the National identity cards issued by the defunct Directorate of National Civic Registration shall remain valid.

**21.** These Regulations may be cited as the Registration of Persons and Contents of the National Identity Database Regulations, 2017. Citation.

FIRST SCHEDULE

[Regulation 2 (13)]

BUSINESS AND OPERATIONAL GUIDELINES FOR ENROLMENT CENTRES

PART 1—REGISTRATION PROCEDURE

FIRST OR NEW REGISTRATION

(i) An applicant will be required to take along the original copies of their Birth Certificate/declaration of Age and a letter of introduction from their Ward Head/Local Government or such other particulars as the Registration Officer may in any particular case consider necessary for the purposes of identification.

(ii) An Applicant shall complete a registration form on line or at any of the registration centers with the underlisted information :

(a) Full names—applicant’s given name, middle name and father’s name.

(b) Any other name the applicant is known by.

(c) Date of birth-day, month and year.

(d) Place of birth-property, street, local government, State and Country.

(e) Gender-male or Female.

(f) Current address of where applicant resides in Nigeria-house Number, Street and State.

(g) Address of any other place within Nigeria where the applicant (h) has a residence such as applicants/family house in the Village or State of origin etc.

(h) Any other information as provided for in the registration forms supplied by the Commission.

(iii) The Registration Officer shall take a photograph of the applicant showing his/her face, ears and shoulder. The applicant need not remove his/her veil as long as the parts listed above can be adequately captured.

(iv) The Registration Officer shall also request to take the applicant’s biometrics (fingers prints, palm impressions and iris), provided that coloured Contact Lenses should not be worn and Henna shall not be applied on the hands due to their negative effect in the capturing process.

(v) The applicant shall be required to review the information provided in order to confirm its accuracy and to put his regular signature on the completed form containing all the information provided.

SECOND SCHEDULE  
FORMS  
NATIONAL IDENTIFICATION NUMBER (NIN) ENROLMENT FORM

PLEASE NOTE: THIS FORM IS NOT FOR SALE. REPORT ANY SUCH PRACTICE TO: 0700-CALL-NIMC (0700-225-3646)



**NATIONAL IDENTIFICATION NUMBER (NIN) ENROLMENT FORM**

PLEASE FILL THE FORM IN BLOCK LETTERS AND TICK AS APPROPRIATE

**WHAT ARE YOUR NAMES?** A

• TITLE (Mr / Mrs/ Master/ Miss/ Ms):	
• LASTNAME:	
• FIRST NAME:	
MIDDLE NAME:	
OTHER NAMES:	
MAIDEN NAME:	

**HAVE YOU CHANGED YOUR NAME BEFORE?** B

Previous Surname:	
Previous First Name:	
Previous Middle Name:	

**ARE YOU HOMELESS? YES [ ] NO [ ] IF NO, WHERE DO YOU LIVE?** C

• TOWN/CITY OF RESIDENCE:	
• COUNTRY OF RESIDENCE:	
• STATE OF RESIDENCE:	
• LOCAL GOVERNMENT AREA OF RESIDENCE:	
• ADDRESS OF RESIDENCE:	

**WHEN AND WHERE WERE YOU BORN?** D

• DATE OF BIRTH:	
• DATE OF BIRTH VERIFICATION:	<input type="checkbox"/> VERIFIED <input type="checkbox"/> APPROXIMATE <input type="checkbox"/> DECLARED
• PLACE OF BIRTH - COUNTRY:	
• PLACE OF BIRTH - STATE:	
• PLACE OF BIRTH - LGA:	

**WHERE ARE YOU FROM?** E

• PLACE OF ORIGIN - COUNTRY	
• PLACE OF ORIGIN - STATE	
• PLACE OF ORIGIN - LGA	
• PLACE OF ORIGIN - TOWN	

**WHERE IS YOUR FATHER FROM?** F

• PLACE OF ORIGIN - COUNTRY	
• PLACE OF ORIGIN - STATE	
• PLACE OF ORIGIN - LGA	
• PLACE OF ORIGIN - TOWN	

**WHERE IS YOUR MOTHER FROM?** G

• PLACE OF ORIGIN - COUNTRY	
• PLACE OF ORIGIN - STATE	
• PLACE OF ORIGIN - LGA	
• PLACE OF ORIGIN - TOWN	

**YOUR PHYSICAL FEATURES** H

• GENDER: (M / F)	TRIBAL MARKS	HAIR COLOUR	BUNCH BACK
• HEIGHT: <small>centimetres</small>	VISIBLE SCARS	OTHERS	
• RESIDENCE STATUS:	BIRTH	NATURALIZATION	REGISTRATION
• NATIONALITY:			

**ANY PHYSICAL CHALLENGES?** I

BLIND	DEAF	DUMB	PARALYZED	OTHERS
-------	------	------	-----------	--------

**ABOUT THE CARD** J

• CARD TYPE:	
• ISSUES DATE:	

**YOUR NATIONAL IDENTIFICATION NUMBER (FOR APPLICANT'S PERSONAL DATA UPDATE ONLY)** K

NATIONAL IDENTIFICATION NUMBER (NIN):	
---------------------------------------	--

ALL FIELDS MARKED \* MUST BE FILLED

PLEASE NOTE: THIS FORM IS NOT FOR SALE. REPORT ANY SUCH PRACTICE TO: 0700-CALL-NIMC (0700-225-3646)

PLEASE NOTE: THIS FORM IS NOT FOR SALE. REPORT ANY SUCH PRACTICE TO: 0700-CALL-NIMC (0700-225-5646)

**YOUR SUPPORTING DOCUMENTS**

L

ANY IDENTITY REFERENCE	DOCUMENT NUMBER	DOCUMENT EXPIRES DATE
IMMIGRATION DOCUMENT	DOCUMENT NUMBER	DOCUMENT EXPIRES DATE
NATIONAL INSURANCE	DOCUMENT NUMBER	DOCUMENT EXPIRES DATE
NIGERIA DRIVER LICENSE	DOCUMENT NUMBER	DOCUMENT EXPIRES DATE
NIGERIA PASSPORT	DOCUMENT NUMBER	DOCUMENT EXPIRES DATE
OTHER DESIGNATED DOCUMENT	DOCUMENT NUMBER	DOCUMENT EXPIRES DATE
OTHER NATIONAL IDENTITY CARD	DOCUMENT NUMBER	DOCUMENT EXPIRES DATE
OTHER PASSPORT	DOCUMENT NUMBER	DOCUMENT EXPIRES DATE
OTHER TRAVEL DOCUMENT	DOCUMENT NUMBER	DOCUMENT EXPIRES DATE

**YOUR OTHER DETAILS**

M

• MARITAL STATUS:  DIVORCED  MARRIED  SEPARATED  SINGLE  WIDOWED

MAIN NATIVE LANGUAGE SPOKEN:

• LANGUAGE YOU READ AND WRITE:

OTHER LANGUAGE SPOKEN:

EDUCATION LEVEL:  CERTIFICATION  NONE  POST-GRADUATE  PRIMARY  SECONDARY  TERTIARY

RELIGION:  CHRISTIANITY  ISLAM  TRADITIONAL  OTHER

OCCUPATION/PROFESSION:

TELEPHONE:

EMPLOYMENT STATUS:  EMPLOYED  UNEMPLOYED  PENSIONER  SELF EMPLOYED

HOME DELIVERY OF THE CARD (whether this will apply): YES NO \* Note that the option 'NO' implies COLLECTION AT POINT OF REGISTRATION

EMAIL ADDRESS:

**DETAILS OF YOUR PARENTS**

N

• FATHER'S SURNAME:

• FATHER'S FIRST NAME:

FATHER'S MIDDLE NAME:

FATHER'S NIN (if available):

• MOTHER'S SURNAME:

• MOTHER'S FIRST NAME:

MOTHER'S MIDDLE NAME:

MOTHER'S MAIDEN NAME:

MOTHER'S NIN (if available):

**GUARDIAN DETAILS**

O

• SURNAME:

• FIRST NAME:

MIDDLE NAME:

• NATIONAL IDENTIFICATION NUMBER:

**YOUR NEXT OF KIN DETAILS**

P

• SURNAME OF NEXT OF KIN:

• FIRST NAME OF NEXT OF KIN:

MIDDLE NAME OF NEXT OF KIN:

• RELATIONSHIP WITH NEXT OF KIN:

**ADDRESS OF YOUR NEXT OF KIN**

Q

• COUNTRY OF RESIDENCE

• STATE OF RESIDENCE

• LOCAL GOVERNMENT AREA OF RESIDENCE

• TOWN/CITY OF RESIDENCE

• STREET ADDRESS

POSTAL CODE

NEXT OF KIN'S NIN:

**DECLARATION /ATTESTATION**

R

I certify that the information provided by me on this form is complete, true and accurate. I understand that the information provided by me on this form and my biometrics shall constitute my personal information/data to be entered into the National Identity Database. I consent to sharing of my data provided herein, with any organization permitted by the NIMC Act 23 of 2007 and within the Nigerian Law. I hereby apply for a National Identification Number (NIN) and a National Identity (Smart) Card. I accept that this form may be scanned, saved and disclosed after use as the Commission may deem fit. I understand and accept that if any information I have provided herein is not correct or is false, the Commission reserves the right of prosecution if discovered.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

ALL FIELDS MARKED \* MUST BE FILLED

PLEASE NOTE: THIS FORM IS NOT FOR SALE. REPORT ANY SUCH PRACTICE TO: 0700-CALL-NIMC (0700-225-5646)

DATA MODIFICATION FORM



Standard Operating Procedure for CI-Modification (Update of Non-Updateable Data of Adult)

DATA MODIFICATION FORM

This form should be completed in CAPITAL letters Date \_\_\_\_\_

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Other Names \_\_\_\_\_

NIN \_\_\_\_\_ Phone No \_\_\_\_\_

Present Address \_\_\_\_\_  
\_\_\_\_\_

Fields you intend to modify

Name  Address  Occupation  Phone No  Education

Reason(s) for Modification \_\_\_\_\_  
\_\_\_\_\_

Supporting documents provided \_\_\_\_\_  
\_\_\_\_\_

Is Card re-issuance required? Yes  No  if Yes, Why? \_\_\_\_\_  
\_\_\_\_\_

**Declaration**

I certify that the information provided by me on this form is complete, true and accurate.

Applicant Signature..... Date \_\_\_\_\_

**For Official Use Only**

Fees \_\_\_\_\_ NIN Verified  Updateable Field  Restricted Modification

Verifying Officer's Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

State Coordinator's Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

**B 530**

CARD TRANSFER FORM



**National Identity Management Commission**  
Grievance Form

Name: \_\_\_\_\_  
Surname Firstname Other Names

NIN: \_\_\_\_\_ Document No.: \_\_\_\_\_

Address: \_\_\_\_\_  
Line 1  
\_\_\_\_\_ Line 2

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**GRIEVANCE (please tick accordingly)**

MOC	EMV	e-ID	Name	Image	Signature	Card	Chip
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Others (please specify) \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE**  
*Sender*

Supervisor: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**B 532**

**GRIEVANCE FORM**



CARD RENEWAL/REPLACEMENT FORM



Standard Operating Procedure for Card Replacement and Card Renewal

CARD RENEWAL/REPLACEMENT FORM

This form should be completed in CAPITAL letters Date.....

Surname

First Name

Other Names

NIN

Phone No

Present Address

Please tick your request CARD REPLACEMENT  CARD RENEWAL

Reason for Renewal/Replacement: Lost  Stolen  Damaged  Expired

Supporting documents provided

Applicant Signature and Date



Supervisor's Name and Signature	Date <input type="text"/>
State Coordinator's Name and Signature	Date <input type="text"/>
Regional Head's Name and Signature	Date <input type="text"/>
GM (CMS) Name and Signature	Date <input type="text"/>

THIRD SCHEDULE  
SCHEDULE FOR FEES, LICENSES AND PERMIT

<i>S/N</i>	<i>SERVICE OFFERING</i>	<i>FEE</i>
1.	Commercialization of Pre-enrolment (Assisted Service)	Application Form : ₦5,000 Annual License Fee: ₦100,000
2.	Enrollment/Data Capture (Specialized Enrollment)	Negotiate on need basis and ability to pay.
3.	Premium enrolment (Franchise for VIP enrolment)	Application Fee: ₦500,000 (50 % of whatever is charged should accrue to NIMC).
4.	Diaspora Enrolment (Service begins from the Enrolment of citizen to Card Issuance).	\$50
5.	NIN Slip Re-issuance (Re-issuance of Lost or Damaged NIN Slip).	₦500
6.	NIN Slip Re-issuance (Diaspora).	\$5
7.	NIN Retrieval via SMS.	₦20
8.	Card Issuing Services (Includes 1st issuance and Re-issuance).	₦2,500
9.	Priority Card Transfer (Local) (Transfer of Citizen's E-id Card to Preferred ERC).	₦6,000
10.	Special Card Delivery and Activation (Premium Service for Citizens who want their e-ID Card delivered to them and activated in their homes or offices).	₦20,000
11.	Verification Online Web Service	Application Fee : ₦250,000. Annual License : ₦5,000,000 Transaction Fee : ₦45-N200 per Transaction depending on access level and negotiation.
12.	Verification Services VPN (NVS)	Application Fee : ₦150,000. Annual License : ₦2,000,000 Transaction Fee : ₦45-N200 per Transaction depending on access level and negotiation.

13.	Special Data Harmonization	Negotiate on need basis and ability to pay.
14.	Special Data Use	Negotiate on case by case basis based on complexity and size.
15.	PKI Deployment	Discuss on need basis.

MADE at Abuja this 26th day of October, 2017.

ENGR. ALIYU A. AZIZ  
*Director-General/CEO*  
*National Identity Management Commission*