This Form is FREE and NOT FOR SALE
(this Form can be copied)

CTC
Certified True Copy of Document
Version 3

GOMBE STATE OF NIGERIA

GOMBE STATE OF NIGERIA
GOMBE GEOGRAPHIC INFORMATION SYSTEMS

FOR OFFICIAL USE ONLY
Payment Detail Stamp
Processing Fee Amount
Bank Teller Number
Receipt Number
Signature Accountant

APPLICATION FOR CERTIFIED TRUE COPY OF DOCUMENT

Application Form for Private and Organisation Title Holder

This Form has to be submitted attached to the UCI or UCO Form with Details of the Applicant. Proof of identity is required. Recognized official ID's include National ID Card, International Passport, Driver's Licence, and Voter's Registration Card.

To apply for Certified True Copy of Document under R-of-O Number: _____

Name of Title Holder: _____

1. Application Date: Day / Month / Year

2. Application for: ☐ Private ☐ Organisation

2. Document to replace with a Certified True Copy: ☐ C-of-O Certificate of Occupancy ☐ Offer of Terms and Condition for Right of Occupancy

☐ Registered Power of Attorney ☐ Deed of Assignment ☐ Deed of Sublease ☐ Deed of Gift ☐ Devolution Order

☐ Other: _____

3. Reason for Certified True Copy: ☐ Original Document got lost ☐ Original Document got stolen

4. Required Document submitted: ☐ Court Affidavit ☐ Police Report ☐ two daily Newspaper Advertisements (one national and one state)

5. Name of the Applicant: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g. !!!

6. Phone of Applicant: _____ 7. TIN: Tax Identification Number

8. Is the Applicant the Title Holder? ☐ Yes ☐ No If "No" give name and phone of Representative.

9. Name of Representative: !!! Title / Firstname / Middlename / Lastname !!! or !!! Name of Organisation, Company, School, Church e.g. !!!

10. 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)

Applicant Signature: _____ Phone: _____

Document to Certified True Copy	Processing Fee
Offer of Terms and Condition of R-of-O	50,000
Certificate of Occupancy	150,000
Registered Transaction	10,000

PAYMENT
The Payment is not refundable and must be paid at GOGIS TSA Account.
The Remita Retrieval Reference (RRR) & Receipt must be submitted together with the completed filled Application Form.
APPROVED IDENTIFICATION
National ID Card; International Passport; Drivers Licence; Voter Registration Card.

Short Application Guidelines

Title Holders with lost or stolen Documents can apply for Certified True Copy. Police Report, Court Affidavit and 2 Newspaper Advertisement to proof the lost or stolen Document. Applicant must complete this form and the UCI / UCO Form.

(for more Information get the full Application Guidelines from GOGIS Customer Service or www.gogis.gm.gov.ng)

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.

GOGIS Helpline: 0916 349 6046 or 0916 456 1443

Completed forms, evidence of payment and documents can be returned to:
GOGIS Service Centre, GRA Drive.

Please read and fill out this form very carefully. Any mistake may cause delay in the processing of your application!