

**REGULATIONS FOR THE REGISTRATION OF PERSONS, CONTENTS AND ACCESS TO  
THE NATIONAL IDENTITY MANAGEMENT SYSTEM**

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## Part 1

### 1.0 INTRODUCTION

- 1.1 These Regulations are issued by the National Identity Management Commission (“NIMC” or “the Commission”) to give effect to the provisions of the National Identity Management Commissions Act, 2007 (“the Act”) as it relates to the registration and issuance of National Identification Number (“NIN”) and General Multipurpose Identity Card (“GMPC”) to Registrable Persons under the Act.
- 1.2 The Commission shall in the realization of its responsibilities under the Act and in the effective implementation of its responsibilities and mandate under the Act, ensure the effective enforcement of these Regulations.

### 2.0 TRANSITION PROVISIONS

- 2.1 Every Registrable Person who, as at the effective date of this Regulation, is in possession of a valid National Identity Card issued by the defunct Directorate of National Civic Registration (“**DNCR**”) shall immediately present himself/herself at an Enrolment Centre and be registered in accordance with the provisions of the Act and these Regulations.
- 2.2 The National Identity Cards issued before the commencement of the Act shall remain valid until the expiration of the Transition Period.
- 2.3 The Commission shall by an announcement on its website, other means of communication or by subsequent Regulations, determine the date on which the Transition Period shall commence and end. All National Identity Cards issued by the DNCR shall from the date so determined and announced become invalid and shall not be used for any identification purposes.

## Part 2

### REGISTRATION

#### 3.0 REGISTRABLE PERSONS

- 3.1 The Commission shall, by itself or through its licensed partners, be responsible for registering and enrolling Registrable Persons and issuing NINs and GMPCs to persons so registered.
- 3.2 Only a Registrable Person shall be registered and issued with a NIN and a GMPC. A Registrable Person shall be any of the persons specified in Section 16 of the Act.
- 3.3 For the purposes of enrolment and registration, Registrable Persons shall further be categorised as follows:
- 3.3.1 Registrable Persons Sixteen (16) years and above who shall be issued with both the NIN and GMPC upon enrolment; and
- 3.3.2 Registrable Persons below Sixteen (16) years of age who shall be issued with a NIN only at the time of enrolment but shall, on attainment of the age of Sixteen (16) years, be issued with a GMPC.
- 3.4 It is the responsibility of every Registrable Person who has attained the age of Sixteen (16) years to present him/herself at the Enrolment Centre closest to him/her for enrolment. The parents, guardian or anybody occupying similar or analogous position whether by law or otherwise, to any Registrable Person that is less than sixteen (16) years of age shall be responsible for causing such Registrable Person to present himself/herself at the Enrolment Centre closest to him/her and register in accordance with these Regulations and other relevant guidelines as may be issued by the Commission from time to time.
- 3.5 None of the following persons shall either be registered or be required to register under these Regulations:
- 3.5.1 A foreigner who is validly transiting through Nigeria or is employed for and or resides in Nigeria for less than twenty four (24) months;
- 3.5.2 Members of the diplomatic staff and of the administrative and technical staff of the diplomatic mission of any foreign state, and Consular Officers and Consular

Employees, together with members of their families forming part of their respective households, as these expressions are defined for the purposes of Diplomatic Privileges (Vienna Convention) 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; and

Any other person who is not a Nigerian citizen or a foreigner authorised under the Immigrations Act to lawfully reside in Nigeria

#### **4.0 REGISTRATION PROCESS**

- 4.1 Every Registrable Person shall present himself/herself or be presented before a registration officer at an Enrolment Centre nearest to him and register or be registered in accordance with these Regulations and other relevant guidelines as may be issued by the Commission from time to time in that regard.
- 4.2 Every Registrable Person within the age of Sixteen (16) years shall at the time of enrolment complete the requisite form and shall present any of the following Primary Source documents relevant to the status of the enrollee to the enrolment Officer:
- i. Proof of birth and nationality
  - ii. Proof of residence
  - iii. Proof of Marital Status
  - iv. International passport
  - v. Driver's licence
  - vi. State of Origin/Indigene letter
  - vii. Declaration of Age
  - viii. Voter's Card
  - ix. Attestation letter from Traditional Ruler
  - x. Student Identity Card

- xi. National Health Insurance Scheme (NHIS) Identity Card
  - xii. Any valid staff Identity Card
  - xiii. Government Photo Identity Card
  - xiv. Photo Identification issued by recognized educational Institution
  - xv. Pensioner Photo Identity Card
  - xvi. Any personal Identification Card
  - xvii. School documents acceptable for children under 16 years
- 4.3 Every Registrable Person below the age of Sixteen (16) years shall at the time of enrolment complete the requisite form by himself or his parent/Guardian and shall, or the parent/Guardian etc shall, present the following Primary Source documents to the enrolment officer:
- Birth certificate / declaration of age
  - Indigene letter from the local government
  - Documents evidencing parents/guardian's place of birth/ nationality
  - Parents/ Guardian's NIN
- 4.4 Any person who is unable to provide any Primary Source Document or any other acceptable documentation on proof of information provided in a registration form shall be registered notwithstanding. However, relevant deficiency notation shall be included in the registered particulars and such person shall not be entitled to a GMPC.
- 4.5 Every person within Nigeria, who ceases to be exempted from the obligation to be registered under the provisions of Regulation 3.5, shall within Ninety (90) days of ceasing to be so exempt, present himself/herself, or be presented by his/her parent/guardian etc at the Enrolment Centre closest to him/her and register or be registered in accordance with these Regulations and other relevant guidelines as may be issued by the Commission from time to time.
- 4.6 Every Registered Individual who was registered before attaining the age of Sixteen (16) years shall, within Ninety (90) days of attaining the age of 16 years, present himself/herself at the Enrolment Centre closest to him/her to update his records and

provide his biometrics in accordance with these Regulations and other relevant guidelines as may be issued by the Commission from time to time.

- 4.7 Every Registered Individual of the age of Sixteen (16) years and above shall, within Ninety (90) days to the fifth (5<sup>th</sup>) year of the date of his/her last preceding registration, present himself/herself at the Enrolment Centre closest to him/her and update his/her 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.
- 4.8 It is the responsibility and duty of the person being registered (where he/she is Sixteen (16) years and above) or the parent/Guardian etc, of that person (where he/she is below the age of Sixteen (16) years), to provide true and accurate information on any particulars required from him/her.
- 4.9 It is mandatory for Registrable Persons who is not literate in the English language or have challenges which affect their ability to register in accordance with these Regulations, to bring along a person who can read and interpret the information obtained from them to their understanding and attest to the accuracy of the said information on their behalf.
- 4.10 Notwithstanding the provisions of Regulation 4.9, the Commission shall use best effort to provide assistance for illiterates and physically challenged persons to register at each Enrolment Centre. Every registration form filled by any Registrable Persons with the aforementioned challenges shall have a certificate endorsed thereon confirming that the duly filled form was read to that Registrable Person in the language he/she understands and confirming that he/she appeared to understand the information read to him/her. The certificate shall be thumb printed/signed by both Registrable Person and the person who assisted the person to provide the information or fill the form and the certificate when so thumb printed/signed shall be deemed to have been made under oath in accordance with the provisions of the Oaths Act, Cap O1, LFN 2004.
- 4.11 On completion of registration, an applicant/Registrable Person shall be notified of his/her NIN or the status of the registration within seven (7) working days through his/her preferred medium of communication as indicated in his/her registration form (either by issuance of a NIN Slip, a text message, email or delivery of notification at an identified pick up centre).

- 4.12 A registration officer shall comply with the process and procedure specified in Schedule 1 to these Regulations in registering Registrable Persons. The Commission shall undertake periodic review of the registration process to:
- 4.12.1 ensure that the process is efficient and facilitate acquisition of accurate data within the shortest time and the most convenient and comfortable time possible; and
  - 4.12.2 assure confidentiality and integrity of the information obtained from Registrable Persons
- 4.13 Upon the conclusion of the registration process, the registrant shall be issued an acknowledgment slip which would be presented at the relevant Enrolment Centre on a return date, not later than forty five (45) days from the day of completion of registration, for collection of the GMPC.
- 4.14 The Registered Person will in addition to Transaction Slip be issued with a slip containing his/her National Identification Number (NIN).
- 4.15 A Registered Individual shall be entitled to use the transaction identity number on his/her acknowledgment slip for the purposes of compliance with the provisions of Section 27 of the Act and any regulations issued by the Commission pursuant thereto, provided such a person submits his/her NIN issued to him/her within seven (7) days of such compliance.
- 4.16 Nothing in these Regulations shall prevent the registration of a person who fails to register or update his information within the period specified in the Act or in these Regulations. Such person shall, as soon as is practicable, report to a Registration Officer at an Enrolment Centre and register or update his/her information in accordance with the Act and or these Regulations.
- 4.17 There shall be at least one NIMC designated Enrolment Centre in each State Capital, the Federal Capital Territory, Abuja and each Local government area across the country. The Commission may also by the issuance of Licenses engage private enterprises to establish and manage Enrolment Centres in designated locations in Nigeria and or locations in the Diaspora.
- 4.18 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 wide publication thereof. It shall be the duty of every applicant to identify the Enrolment Centre closest to him.

- 4.19 Save as permitted under these Regulations, a Registrable Person shall register only once, the Commission shall reject any attempt at multiple registration. Anybody who attempts to register more than once or is in possession of multiple GMPC in contravention of these Regulations commits an offence and shall be liable upon conviction to imprisonment for a term of not less than Six months or fine in the sum of N100,000.00 (One Hundred Thousand Naira) or both imprisonment and fine for each instance of breach.

#### **ADDITIONAL INFORMATION AND CONFIRMATION OF INFORMATION**

- 4.20 A registration officer may for the purpose of carrying out the provisions of these Regulations and any other regulation issued by the Commission:
- 4.20.1 Call upon any applicant to appear before him/her to answer any question which he/she may consider reasonably necessary to ask him/her for such purpose.
- 4.20.2 Require any person applying for Registration to make such further declaration or supply such further particulars or documents (other than provided in Regulations 4.2 and 4.3 above) as he may reasonably require.
- 4.20.3 Make copies and scan all Primary Source Documents and other supporting documents submitted by the relevant Registrable Person.

#### **5.0 THE NATIONAL IDENTITY DATABASE**

- 5.1 Registered Information acquired from Registered Individuals in accordance with these Regulations shall be stored in the National Identity Database. All information obtained from Registered Individuals together with any databases, batching for transmittal and or storage, developed therefrom shall belong to the Government of the Federal Republic of Nigeria and shall be treated as a “classified matter” under the provisions of the Official Secrets Act, Cap. O3, LFN 2004.
- 5.2 A registration officer shall not under any circumstances duplicate, deal in or make copies of Registered Information or store in whatever form any copies thereof for any purpose other than as stipulated herein or from time to time by the Commission or by an Act of the National Assembly of the Federal Republic of Nigeria and shall ensure



that such information is promptly transmitted to the National Identity Database upon acquisition using the prescribed format and channel. The provisions of the Official Secrets Act and the NIMC Act shall apply with the necessary modifications to the handling of the Registered Information.

- 5.3 The Registered Information contained in the National Identity Database shall be held on a strictly confidential basis and no persons or entities shall be allowed access to any Registered Information on the National Identity Database except as provided in these Regulations or in any act of the National Assembly.
- 5.4 The Commission and its licensed partners shall each take all reasonable precautions in accordance with international best practises to preserve the integrity and prevent any corruption, loss or unauthorized disclosure of Registered Information obtained pursuant to these Regulations and shall take steps to restrict unauthorized use thereof by their employees who may be involved in the capture and or processing of such Registered Information.

## **6.0 AMENDMENTS/ALTERATIONS OF REGISTERED INFORMATION**

- 6.1 Every request for amendment/modification to Registered Information shall be submitted in the prescribed forms.
- 6.2 Save in the event of obvious error, the following data fields are not changeable and thus cannot be amended:
  - i. Date of Birth
  - ii. Sex
  - iii. Place of Birth

### **Change in Personal Information**

- 6.3 Where any of the personal information of a Registered Individual which is recorded on the National Identity Database changes, that Registered Individual shall notify the Commission of such change within thirty (30) days of such change by completing and submitting the prescribed form together with such supporting documentation as shall be requested from time to time by the Commission and paying the prescribed fee.

### **Error in Registered Information**

6.4 Where a Registered Individual reasonably believes that there is an error or omission in his personal information recorded on the National Identity Database which is not attributable to a change in such personal information, that Registered Individual shall notify the Commission by completing and submitting the prescribed form together with such supporting documentation as shall be indicated from time to time by the Commission requesting:

6.4.1 the correction of the personal information; and

6.4.2 that any person or body to whom the personal information has been disclosed within the period of six (6) months immediately preceding the date of the notification be notified of any correction made pursuant to this Regulation 6.4.

#### **Amendment/Alteration Process**

6.5 Where the Commission agree that correction should be made pursuant to a request under Regulation 6.3 or 6.4, it shall within [*thirty (30)*] days of the receipt of notification under those Regulations:

6.5.1 Cause the relevant personal information to be corrected and notify the Registered Individual of the correction. The notification shall have attached to it a record of the information as amended and stored on the National Identity Database;

6.5.2 In case of a request under Regulation 6.4, notify any person or body to whom the personal information has been disclosed within the period of six (6) months immediately preceding the date of the notification of the correction made to the Registered Individual's personal Information. The Registered Individual shall be entitled to a copy of such notification unless such notification is not permitted by law or under the circumstance under which the initial disclosure was made.

6.6 Every correction/amendment made to the information stored in the Database shall be tracked and stored in the Database.

6.7 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. It shall be the duty and obligation of the Registered Individual to provide proof to the reasonable satisfaction

of the Commission of the authenticity of the grounds upon which the requested correction is required.

6.8 Where the Commission refuses, either in part or in whole, a request for correction of personal information under these Regulations, it shall within a period of thirty (30) days of the receipt of the request for correction:

6.8.1 attach a notation to the personal information indicating that a correction request in respect thereof was refused in part or in whole together with the grounds for the refusal;

6.8.2 notify the Registered Individual:

(a) of the refusal, giving the grounds for such refusal;

(b) of the notation attached to his/her personal information

6.8.3 A Registered Individual may at any time within but not later than thirty (30) days after the date of receipt of the notification of the Commission's refusal of his/her correction request appeal the decision by submitting a request to the Commission in writing, for a review of the Commission's decision. The request shall specify therein the reasons and basis for the request and have attached thereto by way of statutory declaration, the evidence in support of the reasons.

6.8.4 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. The Commission shall not later than sixty (60) 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 thereon and the reasons therefor.

6.8.5 An aggrieved Registered Individual may appeal to the Court for a judicial review of the Commission's final decision or other action. Provided always that:

6.8.6 The final decision or the action of the Commission that is the subject matter of an application for judicial review shall subsist and remain binding and valid until it is expressly reversed in a final judgement or order of the Court.

6.8.7 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.

6.9 Where the personal information sought to be corrected under Regulation 6.3 is the Registered Individual's name:

6.9.1 such Registered Individual shall submit the following with the notification/request for correction:

- (a) A sworn affidavit from the High Court having jurisdiction in the applicant's State of residence; and
- (b) a copy of the Marriage Certificate and/or a national newspaper publication in respect of the change of name.

6.9.2 The Commission shall issue a replacement GMPC and shall direct the withdrawal and cancellation of the original GMPC.

6.10 Where a Registered Individual seeks to correct personal information other than his/her name, such Registered Individual shall submit the following with the notification/request for correction:

6.10.1 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

6.10.2 a copy of any document establishing the authenticity of the new information.

6.11 Every amendment/modification other than by reason of mistake of a Registration Officer shall attract a fee as stipulated in Schedule 3 of these Regulations.

6.12 The Commission shall be entitled to review the Enrolment Form completed by the Registered Person at the initial registration to ascertain the request for the correction and the attestation that was executed by the Registered Person that the information provided is true, accurate and correct.

## **7.0 THE GENERAL MULTI PURPOSE CARD (GMPC)**

### **Issuance and re-issuance of a GMPC**

7.1 The Commission shall within forty five (45) days of the completion of the registration of a Registrable Person Sixteen (16) years and above or the update of a Registrable

Person upon attaining the age of Sixteen (16) years issue to such 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/her identification.

- 7.2 A GMPC shall be valid for a period of five (5) years from the date of issuance and the holder thereof shall be required to update his/her information and obtain a new GMPC within the period specified under Regulation 4.7. Failure to update shall disentitle the Registered Person to any benefit that accrues from the ownership of a GMPC.
- 7.3 Subject to the provisions of these Regulations, any person to whom a GMPC is issued shall, upon collection of the GMPC, be responsible for its safe custody.
- 7.4 It is the duty of a Registered Person and holder of a GMPC to surrender and handover the old GMPC to a registration Officer at the Enrolment Centre where the new GMPC is issued for cancellation and destruction.

#### **Replacement of a GMPC**

- 7.5 Where a GMPC is lost, destroyed, or defaced so that the particulars or some of the particulars thereon are no longer decipherable, the person to whom the card relates shall without undue delay report the fact to the Enrolment Centre closest to him/her and apply for a replacement identity card by completing the prescribed form.
- 7.6 The applicant shall attach the following to the duly completed application form:
- 7.6.1 a sworn affidavit from the High court having jurisdiction in the applicant's state of residence stating the reasons for the application; and
- 7.6.2 a police report in case of lost or stolen identity card.
- 7.7 Upon receipt and evaluation of a duly completed application form, a replacement GMPC may be issued by the Commission in place of the lost, destroyed or defaced GMPC on such condition or conditions as may be imposed by the Commission at the time of reissuance. In case of a defaced GMPC, the defaced GMPC together with a copy thereof shall be submitted at the time of the collection of the replacement GMPC.

#### **Recovery of Misplaced GMPC**

- 7.8 Where a Registered Individual, after notifying the Commission of the loss of his/her identity card, subsequently recovers same, he/she shall forthwith notify the

Commission of such recovery and retain the recovered GMPC, provided that no replacement GMPC has been issued to him/her.

7.9 Where a Registered Individual, recovers possession of his/her GMPC after a replacement GMPC has been issued to him/her, he/she shall within twenty-one (21) days of the recovery of the lost GMPC surrender same to the Commission for cancellation, together with a duly filled form confirming the recovery of the lost GMPC and the surrender thereof to the Commission or the Police.

7.10 Any person who finds or comes into possession of a GMPC which does not belong to him/her shall, without undue delay, deliver it either to the Registered Individual to whom it relates, the Enrolment Centre closest to him or to the Commission.

#### **Charge for Issuance of a GMPC**

7.11 The GMPC shall be issued at the first instance free of charge. The Commission shall however charge a fee for subsequent issuance and the re-issuance or replacement of lost /damaged GMPC, and such fee shall be payable as prescribed in Schedule 3 in such a manner as the Commission may direct.

#### **Alterations to a GMPC**

7.12 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 deface or destroy a GMPC or its duplicate, or transfer a GMPC.

7.13 Notwithstanding the provisions of Regulation 7.11, a Registration Officer in the course of his/her 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. Where a mark, endorsement or entry contained in a GMPC is altered, a record of the alteration, the date of and reason for the alteration shall be included in the Registered Information about the relevant Registered Individual on the Database.

### **8.0 RETURN OF THE GMPC**

#### **Return of GMPC upon Death of a Registered Individual**

8.1 Upon the death of a Registered Person, his next of kin or legal representatives shall at the time of reporting the death to the relevant authority, but not more than Ninety (90) days after the date of the death, 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.

- 8.2 The death certificate so issued by the relevant authority shall disclose the deceased Registered Individual's NIN and shall also acknowledge the return of the deceased Registered Individual's GMPC and the receipt thereof by the authority.
- 8.3
- 8.4 The next of kin or legal representative of the deceased Registered Person shall also submit such request with his/her NIN for verification and proof of reporting such death or deliver the GMPC.

### **Return of GMPC for Immigration Purposes**

- 8.5 Any Registered Individual covered by Section 16(c) of the Act who intends to leave the Federal Republic of Nigeria permanently shall within thirty (30) 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 by such officer in such form as the Commission may prescribe, to such Registered Individual.
- 8.6 Any Registered Individual whose Citizenship is withdrawn or terminated shall within fourteen (14) days of notice of such withdrawal/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 such officer in such form as the Commission may prescribe, to such Registered Individual.
- 8.7 Any Registered Individual whose entry permit has been cancelled, withdrawn or terminated shall, within fourteen (14) 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 such officer in such form as the Commission may prescribe, to such Registered Individual.
- 8.8 Any Registered Individual whose re-entry permit expired whilst outside the country and is unable to secure a renewal thereof shall immediately upon being notified of the refusal or inability to renew his/her permit, surrender his GMPC to the Nigerian Mission or Embassy in the country where he/she resides (or the closest Nigerian Mission or Embassy, where none exist in the country where the person is situated), and an official receipt shall be issued by a designated officer of the Mission or

Embassy in such form as the Commission may prescribe, to such Registered Individual.

### **Procedure for Return of GMPC**

- 8.9 Any person who wishes to surrender his/her GMPC pursuant to Regulation 8.3, 8.4, 8.5 and 8.6 shall provide the Commission with details of the circumstances surrounding his/her departure and such other information as the Commission shall from time to time specify in the prescribed form.
- 8.10 No person leaving the country under Regulation 8.3, 8.4 and 8.5 shall be permitted to leave the country without having already submitted his/her GMPC. Such persons shall be required to present the receipt issued to them in acknowledgment of the submission of the GMPC to the Immigration Officer at their point of exit from the country. The Immigration Officer shall scrutinise the receipt and affix official stamp thereon to acknowledge that same was sighted upon exit from the country.
- 8.11 Where a person under obligation to return his/her GMPC has misplaced same and is yet to obtain a replacement GMPC, such Registered Individual shall submit any documentation provided him/her by the Commission in lieu of a GMPC and the provisions of this Regulation 8 shall apply with the necessary modifications.
- 8.12 An immigration, police or custom officer to whom a GMPC is given pursuant to the provisions of this Regulation 8 shall be responsible for the safe custody of the GMPC and shall be liable under the provisions of Sections 28 and 30 of the Act for any negligent, fraudulent or unlawful use or handling of the said GMPC.
- 8.13 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 the International Police (INTERPOL) that may be involved in the implementation and enforcement of the provisions of this Regulation 8 to devise reporting and monitoring procedures to ensure safe custody of GMPCs returned or submitted pursuant to the provisions of this Regulation 8.

## **9.0 ACCESS TO REGISTERED INFORMATION**

### **Right to Review Personal Information**



9.1 In furtherance of the constitutional guarantee of privacy under the Constitution, any Registered Individual whose Registered Information is stored in the National Identity Database, shall be entitled once a year to view the said information free of charge or at a fee prescribed from time to time by the Commission for any subsequent/additional viewing, and to request in accordance with the provisions of Regulation 6 for updates and amendments thereto. In this respect:

9.1.1 Every Registered Person exercising his/her rights pursuant to Regulation 9.1, shall present himself/herself to a Registration Officer in the Enrolment Centre closest to him/her who shall upon submission of the Registered Person's NIN and biometrics provide the Registered Individual with a copy of his personal information as recorded in the Database.

9.1.2 The Registration Officer shall record the date, time and place of the request and actions taken in compliance with the Registered Individual's request.

### **Disclosure of Registered Information**

9.2 The Commission may provide any person other than designated persons stipulated under Regulations 10 and 11 with the Registered Information on a Registered Individual where:

9.2.1 an application for the provision of the information to that person is made by or with the authority of that Registered Individual; or

9.2.2 that Registered Individual otherwise consents (submitted his NIN and or Biometrics for any transaction requiring verification and authentication of his identity) to the provision of that information to that person.

9.3 The information that may be provided to a person under Regulation 11.3 below shall be limited to:

9.3.1 information about the individual falling within paragraph 1, 3 or 4 of Second Schedule of the Act (name, date and place of birth, gender and addresses, residential status, identifying numbers and validity of identifying documents);

9.3.2 any photograph of the Registered Individual recorded in the National Identity Database;

9.3.3 the individual's signature that is so recorded;

9.3.4 information about whether the GMPC issued to the Registered Individual is in force and, if not, the reason for its not being in force;

9.3.5 information in relation to confirmation whether or not information falling within Regulation 9.4 below that has been submitted to the Commission coincides with

information so falling that is recorded in the Registered Individual's entry in the National Identity Database; and

9.3.6 information in relation to confirmation that the Registered Individual's entry in the National Identity Database does not contain information of a particular description falling within Regulation 9.4 below.

9.4 The following information shall be outside the purview of an application under Regulation 9.2 :

9.4.1 the fingerprint;

9.4.2 other biometric information;

9.4.3 the number or question to be used for the purposes of verifying applications for information about the Registered Individual in question;

9.4.4 the password or other code to be so used; and

9.4.5 the answers to the questions in Regulation 9.4.3.

## **10.0 ACCESS BY SECURITY AGENCIES**

10.1 The Commission may without a Registered Individual's consent disclose Registered Information about such Registered Individual to a Security Agency strictly for purposes connected with the execution of that agency's function and in matters relating to National interest. Such disclosure shall be upon submission of prior written request to the Commission from an official of the relevant Security Agency who is not below the rank of a Commissioner of Police or a coordinate rank in any other Security Agency and compliance by that official with procedures, processes and guidelines prescribed from time to time by the Commission in that regard.

10.2 The Commission may for the purposes of this Regulation 10 provide secured access through various platforms to relevant Security Agencies through which access to Registered Information may be facilitated. Such platform shall be password login-protected, have user accounts, access level rights, and login credentials for proper auditing and shall have such further security features in accordance with international best practices as shall be necessary to preserve the integrity of information obtained thereby and prevent any corruption, loss or unauthorized disclosure of Registered Information.

10.3 Registered Information that may be disclosed to a Security Agency pursuant to this Regulation 10 shall not include information listed under Regulation 9.4.3 to 9.4.5.

10.4 For the purposes of this Section, a Security Agency means an organization established pursuant to the provisions of the Constitution or an Act of the National Assembly which conducts intelligence activities for the internal security of the country, specifically, the Nigeria Police, the State Security Service, the National Intelligence Agency, Office of the National Security Adviser and such other agencies as may from time to time be designated by the President.

## **11.0 ACCESS BY GOVERNMENT AGENCIES**

11.1 The Commission may, without a Registered Individual's consent, disclose Registered Information about that person to a Relevant Government Agency strictly for purposes connected with the carrying out of that agency's function of verifying the individual for the provision of service connected with the carrying out of that agency's function. Such disclosure shall be upon submission of prior written request to the Commission from an official of the relevant Government Agency who is not below the rank of a Permanent Secretary or Director General or an officer of co-ordinate rank.

11.2 The Commission may for the purposes of this Regulation 11 provide secured access through various platforms to relevant Government Agencies through which access to Registered Information may be facilitated. Such platforms shall be password login-protected, have user accounts, access level rights, and login credentials for proper auditing and shall have such further security features in accordance with international best practices as shall be necessary to preserve the integrity of information obtained thereby and prevent any corruption, loss or unauthorized disclosure of Registered Information.

11.3 Registered Information that may be disclosed to a Government Agency pursuant to this Regulation 11 shall be limited to information listed under Regulation 9.3

11.4 For the purposes of this Section, a Government Agency means the Federal Inland Revenue Service and the Inland Revenue Services of the various states of the Federation, the Economic And Financial Crimes Commission, the Federal Road Safety Commission, the Independent National Electorate Commission and any other agency contained in Schedule ... of these Regulations

## **12.0 GENERAL RULES FOR PROVIDING INFORMATION TO SECURITY AND GOVERNMENT AGENCIES**

- 12.1 The Commission may provide information under Regulations 10.1 and 11.1 only if satisfied that it would not have been reasonably practicable for the relevant agency to which the information is provided to have obtained the information by other means.
- 12.2 The Commission shall from time to time issue guidelines which shall prescribe the procedure and the rules to which a Security Agency or a Government agency must comply, in order to be provided with information under Regulations 10.1 and 11.1.
- 12.3 The devices utilised in obtaining information from the Commission shall conform to the specifications and standards listed in the guidelines to be issued from time to time by the Commission in that regard. The Commission may from time to time revise the specifications and standards to preserve the security and integrity of the National Identity Database.
- 12.4 The Commission shall keep detailed and accurate records of all instances upon which Registered Information is released to a Security Agency or a Government agency. Such record or the fact that information was released to a Security agency or a Government agency, shall not be disclosed to any person, save by the order of the Court, the National Security Adviser or the President.

### **13.0 LICENCES**

- 13.1 **The Commission may grant licences to qualified persons, agency or organization to provide any or all of the following services:**
- a. Data collection and NIN Issuance Services**
  - b. Card Delivery and Activation Services**
  - c. Card Personalisation Services**
  - d. Authentication and Verification Service**
  - e. Equipment Vendor Agents**
  - f. Contact Centre Operation Services**
- 13.2 A person, agency or organization who desires to provide any of the Services shall apply to the Commission for a licence in such form, and pay such fees, as the Commission may, from time to time, prescribe.

#### **Requirements for Grant of a Licence**

- 13.3 The Commission may, if satisfied that the applicant meets the requirements set out in Regulations 13.4, issue a licence to the applicant to provide the Services subject to such terms and conditions as the Commission may consider expedient and necessary in the circumstances.
- 13.4 No application for licence for any of the Services provider shall be granted unless the applicant:-
- 13.4.1 is a limited liability company incorporated under the Companies and Allied Matters Act whose object is to provide any or all of the Services listed in Regulation 13.1;
  - 13.4.2 has a minimum paid up share capital of N10,000,000 or such other amount as may be prescribed, from time to time, by the Commission;
  - 13.4.3 satisfies the Commission that it has the professional and technical capacity to provide the Services;
  - 13.4.4 satisfies the Commission that none of its promoters or directors is an undischarged bankrupt or has been convicted of any offence involving fraud, dishonesty, official corruption or moral turpitude and who is disqualified under section 254 of the Companies and Allied Matters Act to act as a director of a company;
  - 13.4.5 satisfies the Commission that none of its promoters or Directors is a staff of the Commission;
  - 13.4.6 undertakes to the satisfaction of the Commission that it shall not be engaged in any business other than provision of the the Service listed in Regulation 13.1 for which it is licenced to perform;
  - 13.4.7 Submits with the application a detailed feasibility report on the proposed business which will include:
    - a) A detailed and comprehensive business plan.
    - b) A three (3) year financial projection for the operation of the company indicating its expected growth and profitability.
    - c) Details of the assumptions upon which the financial projections have been made.
    - d) The composition of the Board of Directors and the curriculum vitae (CV) of each member including information on positions held by them in other organisations.
    - e) List of key personnel, their job description and qualification for occupants of those positions;
    - f) Proposed Information management systems, internal controls and procedures including manuals of operations.

- g) A list of the Promoters and the Shareholders showing their residential address, their businesses/companies and addresses, amount invested as well as addresses of their bankers.
- h) Names and profiles of technical partners, if any, together with a copy of the contract with the technical partner;
- i) Details of the technology to be deployed in the provision of the services.

13.4.8 Submits with the application a sworn declaration of the promoters and directors attesting to their willingness to adhere to a code of proper conduct and integrity to be issued from time to time by the Commission.

13.4.9 Satisfies the Commission that none of its shareholders or any person or company that has direct interest in or controls such applicant is a foreigner;

13.4.10 Satisfies such additional requirements or conditions as may be prescribed from time to time, by the Commission.

### **Approval in Principle**

13.5 Where the Commission is satisfied with the application of an applicant, it shall issue an Approval In Principle (AIP) to the applicant, which will stipulate the conditions for granting of final licence.

13.6 An AIP granted to a proposed Service Provider shall be for a period of one hundred and eighty days (180 days) within which the applicant shall undertake test services amongst other processes required by the Commission.

13.7 If the applicant fails to comply with all the conditions specified in the AIP within the one hundred and eighty days (180 days) period, then the Commission may either withdraw the AIP or extend its period for a further period of not more than 90 days on such additional conditions as it deems fit.

13.8 An AIP shall stipulate the term of the licence and the renewal period and the conditions for renewal which shall be based on evaluation of performance.

### **Grant of Final Licence**

13.9 The Commission may grant final License to an applicant subject to the following:

13.9.1 The applicant has satisfied all conditions as specified in the AIP.

13.9.2 Satisfactory performance during the on-site verification of its operation process conducted by the Commission to ascertain its readiness to commence operations.

13.9.3 The applicant has established a system of internal controls that will prevent the misuse of Registered Information or access to the NID either by the applicant or its shareholders

13.10 The grant of a licence shall be personal to the Licensee and the licence shall not be operated by, assigned, sub-licensed or transferred to any other party unless the prior written approval of the Commission has been granted.

13.11 A Licensee shall at all times comply with the terms and conditions of its licence and the provisions of the Act, these Regulations, and other applicable subsidiary legislations issued from time to time by the Commission.

## **14.0 RENEWAL, SURRENDER, SUSPENSION AND REVOCATION OF LICENCE**

### **Renewal of Licence**

14.1 A Licensee may apply for the renewal of its licence not later than six (6) months prior to the expiration of the licence. The application shall be in the prescribed form and a renewal fee, as may be determined from time to time by the Commission, shall be payable upon approval of the application.

14.2 The Commission may refuse an application for the renewal of a Licence, where:

14.2.1 a Licensee has committed breaches of the terms and conditions of the licence or a breach of a key term or condition of the licence;

14.2.2 failed to comply with the provisions of the NIMC Act or its subsidiary legislation; or

14.2.3 it is in public interest to do so.

14.3 Where the Commission refuses an application for renewal of a licence, it shall notify the Licensee in writing, not later than three (3) months from the date of receipt of the application, of its refusal to renew the licence.

14.4 A Licensee whose licence has expired shall be entitled to continue providing services as if its licence had not expired upon proof being submitted to the Commission that the Licensee has applied for the renewal of its licence in accordance with Regulation 14.1 and that such application is pending determination by the Commission.

14.5 A Licensee whose licence has expired and is not renewed or whose application for renewal has been refused and or appeal against the Commission's refusal has been finally determined by the Court against it, shall be entitled to a period of not less than one (1) month or such other length as the Commission may specify upon which to wind up its affairs.

### **Suspension of Licence**

14.6 The Commission may suspend a licence in any of the following circumstances -

14.6.1 The licensee fails to pay or remits prescribed fees and charges within the stipulate time period;

14.6.2 the Licensee has failed to pay any penalty or fine required by or imposed pursuant to the NIMC Act or any subsidiary legislation issued thereunder;

14.6.3 the Licensee commits persistent and unremedied breaches of the provisions of the NIMC Act, any subsidiary legislation issued thereunder or any relevant and applicable laws;

14.6.4 the Licensee has failed to comply with any directive or instrument issued, made or given by the Commission;

14.6.5 the Commission determines that the Licensee has failed to establish a system of internal control that will prevent the misuse of Registered Information or access to the NID either by the applicant or its shareholders;

14.6.6 If the Licensee -

a) becomes insolvent or enters into receivership or liquidation, or

b) takes any action for its voluntary winding-up or dissolution or enters into any scheme of arrangement (other than in any such case for the purpose of reconstruction or amalgamation upon terms and within such period as may previously have been approved in writing by the



Commission) or if any order is made by a competent court or tribunal for its compulsory winding-up or dissolution; or

14.6.7 where the suspension is in public interest

### **Revocation of Licence**

14.7 The Commission may revoke a licence in any of the following circumstances:-

14.7.1 where a Licensee, by written notice, surrenders its licence to the Commission at any time or in accordance with the requirements set out from time by the Commission

14.7.2 where a Licensee whose licence has been suspended fails to cure or remedy the breach or default that led to such suspension to the reasonable satisfaction of the Commission

14.7.3 If within 12 (twelve) months of the effective date of the licence, the Licensee has not commenced full licensed operations to the satisfaction of the Commission

14.7.4 If the Licensee made any statement of a material nature in the course of applying for a license which statement is subsequently established to be false or misleading howsoever

14.7.5 If the Licensee -

- a) becomes insolvent or enters into receivership or liquidation, or
- b) takes any action for its voluntary winding-up or dissolution or enters into any scheme of arrangement (other than in any such case for the purpose of reconstruction or amalgamation upon terms and within such period as may previously have been approved in writing by the Commission) or if any order is made by a competent court or tribunal for its compulsory winding-up or dissolution; or

14.7.6 where the revocation is in public interest

### **Procedure for Surrender, Suspension and Revocation of Licence**

14.8 A Licensee may surrender its licence by delivering the original licence together with a written notice confirming the surrender of the licence to the Commission.

14.9 Where a Licensee surrenders its licence:

14.9.1 the surrender shall take effect on the date the Commission receives the licence and the notice of surrender from the Licensee.

14.9.2 the surrender of the licence shall be irrevocable upon receipt by the Commission of the licence.

14.9.3 the Licensee shall cease operations immediately from the effective date of the surrender.

14.10 Notwithstanding any contrary provision in these Regulations, a licence may be suspended only after:–

14.10.1 the Commission has by written notice informed the Licensee of its breach under the said subsection and demanded that the breach be rectified, (if it is capable of rectification), within sixty (60) days from the date of the notice; and

14.10.2 the Licensee has failed to rectify the breach within the said time-frame.

14.11 In the event of the suspension of a licence, the Commission shall:

14.11.1 determine and communicate to the licensee the duration of the suspension and any other penalties that may be imposed on the Licensee as a consequence of the circumstances that led to the suspension;

14.11.2 take into consideration, amongst other factors, the gravity of the breach that necessitated the suspension and any relevant mitigating circumstances in determining the duration of the suspension and any other penalties to be imposed on the Licensee.

14.12 A licence shall be revoked only after:–

14.12.1 the Commission has issued a Notice of Intention to Revoke Licence to the Licensee, disclosing the ground for revocation and the Commission's intention to revoke the Licensee's licence if the said ground is not remedied

to the Commission's reasonable satisfaction, or relevant representations are not made by the Licensee in respect thereof to the satisfaction of the Commission, within the notice period; and

14.12.2 the Licensee has failed to remedy the ground of revocation specified in the Notice of Intention to Revoke Licence within the said notice period.

14.12.3 Where a Notice of Intention to Revoke a Licence has been issued in accordance with Regulation 14.12.1 above, the licence of the relevant Licensee shall be deemed to have been suspended.

14.13 Notwithstanding the provisions of Regulation 14.12, the Commission shall be entitled, in case of revocation under Regulations 14.7.1, 14.7.4 and 14.7.5, to issue a Revocation Notice to the Licensee without first issuing a Notice of Intention to Revoke Licence, provided that:

14.13.1 In case of revocation under Regulations 14.7.4 and 14.7.5, the Commission shall have conducted relevant investigations into the affairs of the Licensee, including requisitioning for documents and information from the Licensee to establish a justifiable ground for revocation of licence; and

14.13.2 The Licensee shall be entitled to fair hearing and the Commission shall give due consideration to the Licensee's submissions in the Commission's investigations and determination of the justifiable ground for termination.

14.14 Where the Commission decides to revoke a licence:

14.14.1 It shall issue a Revocation Notice to the Licensee within twenty-eight (28) days of the expiration of the Notice of Intention to Revoke Licence;

14.14.2 The Revocation Notice shall be published in two (2) national dailies circulating in the locality where the Licensee operates, within fourteen (14) days of service of the Revocation Notice on the Licensee;

14.14.3 The revocation shall be effective on the date of issuance of the Revocation Notice provided that it is received by the Licensee within three (3) days of the issuance of the notice, otherwise, revocation shall be effective on the date of receipt of the Revocation Notice by the Licensee.

14.15 A Licensee whose licence has been revoked and or whose appeal against the revocation has been finally determined by the Court against it, shall be entitled to a period of not less than one (1) month or such other length as the Commission may specify upon within which to wind up its affairs.

14.16 Without prejudice to the provisions of Regulation 14.15, the Commission may authorise a Licensee, whose licence has been revoked, in writing to carry on providing service for such duration as the Commission may specify in the authorisation for the purpose of: -

14.16.1 winding up the Licensee's affairs;

14.16.2 relocating the Licensee's consumers to some other Licensee as the Commission may determine and on such terms and conditions as the Commission may specify;

14.16.3 making or effecting such other arrangements as the Commission may specify for the continued provision of services to the Licensee's customers; and

14.16.4 carrying out such other ancillary and related activities as the Commission may consider necessary.

14.17 Subject to the provisions of Regulations 14.15 and 14.16, any Licensee who continues to provide service after the effective date of a Revocation Notice commits an offence and, on conviction, is liable to pay a fine of not less than N5,000,000 (Five Million Naira) or an amount equal to the income made during the unlawful operations, whichever is higher.

14.18 The Commission shall issue from time to time guidelines specifying the timeline and other relevant issues pertaining to the winding up of the affairs of a Licensee whose licence has expired or been revoked.

14.19 The Commission shall be guided by the principles of justice, transparency, fair hearing and natural justice, as well as good faith in suspending, revoking or refusing an application for the renewal of a licence. The Commission shall also give due consideration to issues of National security and privacy.

## **15.0 RIGHT OF APPEAL**

- 15.1 A person who is aggrieved or whose interest is adversely affected by any decision of the Commission made pursuant to the exercise of the powers and functions under the Act or any subsidiary legislation issued thereunder shall have a right of appeal exercisable in the manner provided in this Regulation against such decision. For the purpose of this Regulation, the term "Decision" shall include actions, orders, reports, directions.
- 15.2 Whenever the Commission takes any decision in the exercise of its powers and functions under the Act or any subsidiary legislation issued thereunder, it shall provide the parties involved with a written statement of the reasons for the decision and any relevant information taken into account in making the decision.
- 15.3 Any person whose interest is adversely affected by any decision of the Commission made pursuant to the exercise of the powers and functions under the Act or any subsidiary legislation issued thereunder, shall be entitled, upon establishing its interest to the reasonable satisfaction of the Commission, to a written statement of the reasons for the decision and any relevant information taken into account in making the decision, upon an application by the interested person disclosing its interest to the Commission and payment of a token fee to cover administrative expenses for the issuance of the statement.
- 15.4 The Commission is not required to publish, or to disclose to the aggrieved person, a statement of reasons or a part of a statement of reasons if the publication or disclosure would:-
- 15.4.1 disclose a matter that is, in the opinion of the Commission, of a confidential character;
  - 15.4.2 be likely to prejudice the fair trial of a person; or
  - 15.4.3 involve the unreasonable disclosure of personal information about any individual (including a deceased person).
- 15.5 An aggrieved person may at any time within but not later than thirty (30) days after the date of receipt of the Commission's statement of reasons request the Commission in writing for a review of the Commission's decision and specify therein the reasons and basis for his request.
- 15.6 The Commission shall, not later than sixty (60) days from the date of receipt of the aggrieved person's written submissions, notify the aggrieved person in writing of its final decision and the reasons therefor. In reaching its final decision, the Commission shall be entitled to meet as often as may be necessary to conduct a fair review of its

decision, taking into consideration the submissions of the aggrieved person. The Commission may, in the conduct of the review, requisition for information which it reasonably believes would assist in undertaking a fair review of its decision, from any person in possession of or controlling such information.

### **Judicial Review**

- 15.7 Subject to Regulation 15.5, an aggrieved person may appeal to the Court for a judicial review of the Commission's decision or other action.
- 15.8 The decision of the Commission that is the subject matter of an application for judicial review shall subsist and remain binding and valid until it is expressly reversed in a final judgement or order of the Court.
- 15.9 A person shall not apply to the Court for a judicial review unless that person has first exhausted all other remedies provided under this Act.

## **16.0 OPERATIONS**

- 16.1 A Licensee shall take the necessary security and control measures in order to avoid unauthorised/improper use or mismanagement of its access to the NID. The Board of Directors shall, in furtherance of their duty to develop an efficient and adequate system of internal control and robust risk management framework for the Licensee, be responsible for establishing measures to safeguard the integrity of its access details.

### **Examination and Investigation**

- 16.2 Every Licensee shall submit to the Commission on quarterly basis a report containing details of its activities in a quarter as specified by the Commission not later ten (10) working days into the following quarter. If default is made in complying with this Regulation, the Licensee and each of its director and secretary shall be liable to pay a daily default penalty of N500 for each day that the default shall continue;
- 16.3 The Commission shall at least once in each year authorise an inspection, examination or investigation, as the case may be, of Licensees to determine whether or not the provisions of this Act, any applicable subsidiary made thereunder, or the conditions of the licence are being complied with.

- 16.4 Without prejudice to the provisions of Regulation 16.3, the Commission may, at any time, authorise one or more of its officers or agent to inspect, examine or investigate any aspect of the activities of Licensee in relation to compliance with the provisions of this Act, any applicable subsidiary made thereunder, or the conditions of the licence.
- 16.5 The Commission shall, upon the completion of the examination or investigation, forward a copy of its report to the Licensee for consideration by its board of directors. The Licensee's board of directors shall, within 30 days of receiving the report, convene an extraordinary meeting to consider the report and submit its reactions to the report and proposals for implementing any recommendations to the Commission.
- 16.6 In the performance of its examination duties, the Commission or its officers or agents shall have power to:
- 16.6.1 inspect, examine or investigate under conditions of confidentiality, the books, activities and affairs of a Licensee, its shareholders, directors and or affiliates;
  - 16.6.2 gain access at all times during working hours to the books, accounts, documents and vouchers of any Licensee or its shareholders, directors and or affiliates;
  - 16.6.3 request from any director, manager or officer of any Licensee any information or explanation as the Commission may deem necessary in each case to enable it determine whether or not the provisions of this Act, any applicable subsidiary made thereunder or the conditions of the licence are being complied with.
- 16.7 In exercising the powers conferred on it under Regulation 16.6, the examiners shall exercise reasonable care to avoid undue hindrance to or interference with the day-to-day activities of the Licensee or its shareholders, directors and or affiliates.

## **Insurance**

- 16.8 A Licensee shall maintain adequate insurance covering its liability under these Regulations including its liability towards compensation for disclosure of Registered Information in contravention of the Act, these Regulations or other subsidiary legislations issued pursuant to the Act.

16.9 Absence of insurance required under Regulation 16.8, shall be sufficient reason for refusal or suspension of licence under Regulation 15.

16.10A Licensee shall make quarterly returns to the Commission evidencing the maintenance of insurance policies in compliance with its obligations under Regulation 16.1 and the fulfilment of all conditions necessary to create an obligation on the insurer to provide indemnity in the event of the insured risk.

16.11 If Licensee fails to file quarterly returns in accordance with Regulation 16.10, then the Licensee and each of its director and secretary shall be liable to pay a daily default penalty of N100 for each day that the default shall continue.

## **17.0 OFFENCES AND PENALTIES**

17.1 **Any offence committed in relation to capture, storage, access and usage of contents of the national identity database (NIDB) shall be governed by the provisions as stipulated under section 28 of the NIMC Act, relevant sections of the cybercrime (prohibition) Act 2015 and all relevant provisions in other legislations enforce in Nigeria at the time of committing the offence.**

17.2 **Penalties for late registration, updates and modifications shall attract such penalties as stipulated by the Commission from time to time.**

## **18.0 COMPLAINTS/ENQUIRES**

18.1 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 whereby complaint and enquiries can be channelled.

18.2 Complaints and enquiries can also be channelled through the designated phone numbers by SMS or call.

18.3 The Commission shall send a feedback to such complaints/enquiries on its website or by SMS.

## **19.0 MISCELLANEOUS**



19.1 The Commission may by agreement or such other instruments contemplated in section 5(m) of the Act delegate its duties and responsibilities under the Act to persons either named in such instruments or that have satisfied certain conditions to be specified by the Commissions from time to time for the delegation of such responsibilities. The Commission shall however not delegate its powers, duties or responsibilities to make rules and regulations, set conditions to be satisfied by person to whom powers, duties or responsibilities are to be delegated or the responsibility to manage and administer the National Identity Database.

19.2 Except as otherwise provided in these Regulations, capitalised words in these Regulations shall have the same definitions ascribed to it in the National Identity Management Commission Act, 2007.

19.3 In these Regulations, unless the context otherwise requires, the following terms shall have the following meanings:

“**Act**” means the National Identity Management Commission (NIMC) Act 2007.

“**Commission**” or “**NIMC**” means the National Identity Management Commission

“**Constitution**” means the Constitution of the Federal Republic of Nigeria, 1999 as may from time to time be amended or any other constitution applicable in its place within the Federal Republic of Nigeria.

Consent

“**DNCR**” means the defunct Directorate of National Civic Registration.

Days

Designated persons

“**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. The terms “Enrol”, “Enrolled”, “**Register**” and “**Registered**” shall be construed accordingly.

“**Foreigner**” means a person who, under the provisions of Chapter II of the Constitution of the Federal Republic of Nigeria 1999 (as amended), is not a citizen of the Federal Republic of Nigeria.

“**GMPC**” means the General Multipurpose card issued to a Registered Individual under section 19 of the Act.

“**Guardian**” means a person lawfully invested with the power, and charged with the duty, of taking care of the person and managing the property and rights of another 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

**“Licensee”** means a company granted a licence under these Regulations to provide any /or the Services

**“NIN”** means National Identification Number

**“Notice of Intention to Revoke Licence”** means a notice issued by the Commission pursuant to Regulation 14.12

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

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

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

**“Revocation Notice”** means notice issued by the Commission pursuant to Regulation ... revoking a Licensee’s licence

**“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 under Regulation 2.3 during which the National Identity Cards issued by the defunct Directorate of National Civic Registration shall remain valid.

## 20.0 CHANGES TO THE REGULATIONS

- 3.1 The Commission may from time to time review and modify these Regulations pursuant to the powers conferred under Section 31 of the Act. In doing so the Commission may request and receive advice from external advisory groups but shall not be bound by any such advice.
  
- 3.2 The Commission may by a written communication on its website, circulars and national newspapers, amend the Schedules attached hereto as it may think appropriate from time to time.

## 21.0 FURTHER DIRECTIONS

The Commission may from time to time issue additional rules or directions on any aspect of these Regulations, and either of general or specific application.

**22.0 EFFECTIVE DATE OF THIS REGULATION**

This Regulation shall come into effect from the.....

Made at Abuja this.....day of.....20.....

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## SCHEDULE 1

### Business and Operational Guidelines for Enrolment Centres

#### Part 1 - Registration Procedure

##### 1.1. First Or New Registration

- (a) 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.
- (b) An Applicant shall complete a registration form on line or at any of the registration centers with the underlisted information:
  - (i) Full names – applicant’s given name, middle name and father’s name
  - (ii) Any other name the applicant is known by
  - (iii) Date of birth-day, month and year
  - (iv) Place of birth-property, street, local government, State and Country
  - (v) Gender-male or Female
  - (vi) Current address of where applicant reside in Nigeria-house Number, Street and State
  - (vii) Address of any other place within Nigeria where the applicant has a residence e.g. applicants/family house in the Village or state of origin etc
  - (viii) Any other information as provided for in the registration forms supplied by the Commission
- (c) The registration officer shall take a photograph of the applicant showing their face, ears and shoulder. The applicant need not remove their, veil as long as the parts listed above can be adequately captured.
- (d) The registration officer shall also request to take the applicant’s biometrics (fingers prints, palm impressions or/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.
- (e) The applicant shall be required to review the information provided in order to confirm the accuracy thereof and to put their regular signature (in

English/Arabic or native letters) on the completed form containing all the information provided.

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**SCHEDULE 2**

**Forms**

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**SCHEDULE 3**

**Fees**

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**SCHEDULE 4**

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