



FEDERAL MINISTRY OF COMMUNICATIONS AND DIGITAL ECONOMY  
**NATIONAL IDENTITY MANAGEMENT COMMISSION**

**TO ALL NIMC LICENSEES AND THE GENERAL PUBLIC**

**CIRCULAR 024**

**OPERATIONAL GUIDELINE FOR MANUAL CERTIFICATION OF THE NIN AND OTHER RELATED IDENTITY TOKEN ISSUED TO REGISTERED INDIVIDUALS**

The Commission hereby reiterates the contents of **Circular 017** dated 26<sup>th</sup> September 2022, conveying "**Notice of Strict Adherence and Compliance to NIMC - Issued Approved Identity Token**".

Furthermore, the Commission hereby urges the general public and verifying authorities to utilize the NIMC Verification Service (NVS) infrastructure designated for individual identity verification in Nigeria and deployed across several platforms including the Tokenization Solution deployed through NIMC App and applicable Unstructured Supplementary Service Data (USSD) channels.

For this purpose, the Commission licensed certain verification and authentication agents to ensure seamless, competitive and wider range in service delivery. The approved list of Verification Agents can be seen on the Commission's website at <https://nimc.gov.ng/approved-licensed-service-providers/>

The Commission however takes cognizance of certain situations where the **certification of NIMC – issued Identity Tokens/Documents** may be required by applicants and hereby provides **steps** for **MANUAL CORPORATE CERTIFICATION**.

**CAVEAT**

Please be informed that **Document Certification** is a legal instrument and the process can only be performed by the Commission's Legal Services Department at the Headquarters, Abuja.

Commission

## STEPS FOR CORPORATE DOCUMENT CERTIFICATION BY THE NIMC

All requests for document certification which includes – issuance of verification certificate, is to be processed at the Legal, Regulatory & Compliance Services Department of the Commission, supported by the following documentation:

- i. Written application by the applicant containing:
  - **Name, telephone number and NIN** of the applicant
  - **Purpose and details of the beneficiary**, i.e. the institution/organization/office to which the Certification is to be addressed and delivered to.
- ii. A copy of the **Remita Payment Receipt** indicating payment of the applicable processing fee of **₦30,000.00 (Thirty Thousand Naira only)** to the Commission.
- iii. Duly **addressed courier return-envelope** with the above-mentioned beneficiary details.

All requests must be submitted by the named applicant and whose identity shall be verified and authenticated by the designated staff of the Commission prior to the processing of the application.

For further clarification on the foregoing, please direct all enquiries to [customercare@nimc.gov.ng](mailto:customercare@nimc.gov.ng) and [servicom@nimc.gov.ng](mailto:servicom@nimc.gov.ng) and copy (cc:) [muazu.mohammed@nimc.gov.ng](mailto:muazu.mohammed@nimc.gov.ng) and [ngozi.solomon-balogun@nimc.gov.ng](mailto:ngozi.solomon-balogun@nimc.gov.ng)

The foregoing is for your general information and compliance.

**Dated** this 11<sup>th</sup> day of May 2023.

**Hadiza Ali Dagabana**

Director, Legal, Regulatory & Compliance Services Department

