

NIMC LETTERHEAD

Ref no:

Date

Name of institution  
Address of Institution

Dear Sir,

**RE: Request for onsite enrolment**

Recall your request to NIMC ...(INPUT STATE)... office to conduct enrolment at your .....(School, church, mosque offices... etc as applicable).

2. Please be informed that onsite enrolment involves moving the Commission's equipment and manpower to your confirmed locations for a specified time period and therefore requires adequate preparations at our end.

3. Consequently, you are requested to complete the attached FORM OE-02 and return to the undersigned. Our staff will also be available to conduct a preliminary inspection of your location prior to deployment.

4. A precondition to our deployment of equipment and personnel to your .....  
.....(school, Church, mosque or offices) will be the provision of the following:

- a. A Secure office space within the location for deployment of our equipment and personnel;
- b. Tables and chairs;
- c. Adequate lightening;
- d. Availability of a color printer for printing of NIN slip;
- e. Uninterrupted power supply;
- f. Internet connectivity; and
- g. A well-coordinated crowd control officer at the center.

5. Should the target enrollees include children under the age of 16 years, we require you to communicate to the parents of those children to register and submit copies of their NIN slips or fill in their NIN on the children forms and also provide parental consent as it is a condition prior to registering children under 16 years of age.

**6. Take note that National Identity Number (NIN) enrolment and issuance is free. NIMC name must not be used to collect money from parents/staff of your institution**

Please accept the assurances of my highest respects and very warm regards.

.....(name)  
**Regional/state coordinator**