



# STEPS TO REGISTER YOUR PROPERTY

STEPS	ACTIVITIES	TIME FRAME DURATION PER (DAY)
1	Obtain the correct <b>APPLICATION FORM</b> at <b>BOGIS</b> Customer Care Unit (CCU) along Numan/Biu Road, P.M.B 1081, Maiduguri, Borno State or Download the Application Form at 'www.bogis.bornostate.gov.ng'. Fill the form completely and bring all relevant original documents along. Make copy for safe keeping.	Applicant's decision
2	Submit completed Application Form(s) and relevant valid documents (International Passport, National ID, Driver's License, Voter Registration Card and Tax ID to BOGIS (CCU). Application Process Fee (s) are: Agricultural = N2,000; Residential = N5,000; Commercial/Institution = N10,000; and Industrial =N25,000. Payments can be made by POS at BOGIS (CCU) or by transfer or direct deposit into BOGIS Zenith Bank Account 1017010815 in this case please submit the bank teller or receipt.	Applicant's decision
3	Application(s) will receive an acknowledgement message containing a list of all the documents submitted indicating that his/her application has been received. In accordance to Section 17(5) of Borno State Land Use Regulations <a href="#">click here</a>	1
4	The Application(s) may appoint a Representative who will have the authority to submit, collect documents and receive or make calls to BOGIS (CCU). The appointment must be indicated in the application form. An authorization letter may also be accepted. The applicant must submit the Representative ID.	1
5	Application will go through several processes including vetting of all information and documents, verification of plot of land, 'billing and any approval that maybe required. The Applicant or Representative will be notified of all application process or issue that require further information or documentation.	1
6	Successful Applicants who receive an approval or offer letter will be notified and reminded to agree to the term and conditions of the approval or offer within 30 days before their application can proceed, including settling any outstanding bills and providing BOGIS (CCU) with evidence of payment.	1
7	Once C of O or Registration Document is ready for collection, the Applicant or their appointed Representative is notified through the BOGIS (CCU via SMS, Phone Call and Email to collect their certificates from BOGIS.	30

**NOTE: BOGIS** is the one –stop shop for obtaining Land Titles according to the steps above. Our working hours are 8am to 4pm (Monday to Thursday) and 8:00am to 12noon on Fridays

For Further enquires, contact us at:

Borno Geographic Information Service (BOGIS) Customer Care Unit  
Along Numan/Biu Road, P. M. B 1081, Maiduguri -Borno State  
+2348025838967 OR +2349064667731

www.bogis.bornostate.gov.ng | | email: [bogis@bornostate.gov.ng](mailto:bogis@bornostate.gov.ng)

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