

# CHANGE OF PARTICULARS GUIDE

Update of Particulars  
by adding Name  
already existing on  
Document

## REQUIREMENTS

Birth Certificate issued before 1st January 2016 certified by NIRA OR Document Issued before 2014 or Passport issued before 2014

Academic document issued before 2014  
Or passport issued before 2014

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After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

# CHANGE OF PARTICULARS GUIDE

## Change of Date or Month of Birth

### REQUIREMENTS

Statutory declaration registered by URSB

*and any of the following:*

Academic Documents

Birth Certificate

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After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

# CHANGE OF PARTICULARS GUIDE

## Change of place of Birth

### REQUIREMENTS

Statutory declaration registered by URSB  
Birth Certificate

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# CHANGE OF PARTICULARS GUIDE

## Change of year of Birth

### REQUIREMENTS

Statutory declaration registered by URSB

A Test report from the Directorate of Government Analytical Laboratory as a scientific means of establishing correct age.

*and any of the following:*

Academic Documents

Birth Certificate

Baptism Card

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# CHANGE OF PARTICULARS GUIDE

## Complete Change of Name.

### REQUIREMENTS

Deed Poll Registered by **URSB**

A copy of the Gazette where the Deed Poll was published

Certificate of Good conduct from Interpol  
OR Police Clearance Form

CID-Report explaining circumstances  
why name differs from the Original signed  
declaration at application of ID

Academic Documents where present

Any other personal documents eg  
Marriage Certificates, Baptism certificate.

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# CHANGE OF PARTICULARS GUIDE

## Update of Finger Prints or face

### REQUIREMENTS

No requirements needed

Note: The need to update fingerprints and Face may arise by NIRA contacting a Client or when a Client is interacting with Third Party firms that use NIRA data eg. Telecoms, Banks.

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To update fingerprints or picture taken, applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

# CHANGE OF PARTICULARS GUIDE

## Update of particulars relating to Gender

### REQUIREMENTS

If Change is as a result of NIRA wrongly capturing sex in an enrollment Form, this will be corrected without payment of fees.

If change is a result of error by the applicant on the Application Form, a report from Certified Medical Doctor is a must.

If change is a result of being Hermaphrodite at Birth, a Test report from the Directorate of Government Analytical Laboratory as a scientific means of establishing correct sex.

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# CHANGE OF PARTICULARS GUIDE

## Clarification of Initials

### REQUIREMENTS

Statutory declaration registered by URSB

*and any one of the following:*

Academic Documents

Birth Certificate

Passport

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# CHANGE OF PARTICULARS GUIDE

## Inclusion or deletion of maiden name

### REQUIREMENTS

Statutory Declaration Registered by **URSB**

*any one of the following:*

Academic Documents

Birth Certificate

Passport

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After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

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# CHANGE OF PARTICULARS GUIDE

## Change of name by vital of Marriage or Divorce

### REQUIREMENTS

Deep Poll

A copy of the Gazette where the Deep Poll was published

*and any one of the following:*

Certified Copy of Marriage Certificate

Certified Copy of Decree Absolute

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After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

# CHANGE OF PARTICULARS GUIDE

Update of Particulars  
by dropping nicknames,  
pet names and/or titles

## REQUIREMENTS

Statutory Declaration Registered by **URSB**

*and any of the following:*

Academic Documents

Birth Certificate

Passport

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After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

# CHANGE OF PARTICULARS GUIDE

Change of Name by  
Omitting or Adopting a  
New Name other than  
by marriage or Divorce

## REQUIREMENTS

Deed Poll Registered by **URSB**

A copy of the Gazette where the Deep  
Poll was published

Other Documents eg. Birth Certificates

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After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

# CHANGE OF PARTICULARS GUIDE

## Change of order of names

### REQUIREMENTS

Statutory declaration registered by URSB

*and any of the following:*

Academic Documents

Birth Certificate

Passport

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After submitting all the above required documents applicants visit the nearest NIRA offices to capture their biometrics and finalize the process.

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# CHANGE OF PARTICULARS GUIDE

## Change of religion

### REQUIREMENTS

Statutory declaration registered by URSB

Letter from Church/Mosque or Religious Organisation confirming the change of religion

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After submitting all the above required documents applicants visit the nearest NIRA offices.

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

# CHANGE OF PARTICULARS GUIDE

## Change of Residence

### REQUIREMENTS

Letter or residence from the new place of residence

Note: Your information will be updated by no new ID issued.

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The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.

# CHANGE OF PARTICULARS GUIDE

## Change of signature

### REQUIREMENTS

NIRA error, (correct the error)

Applicants error/mistake, (Statutory Declaration registered by URSB)

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After submitting the required documents,

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# CHANGE OF PARTICULARS GUIDE

## Change of Spouse

### REQUIREMENTS

Statutory declaration registered by URSB

*and any one of the following:*

Certified copy of a Marriage certificate

Certified copy of Decree Absolute( if the change was by virtue of divorce and subsequently a new marriage is entered into)

Certified copy of the Death Certificate (if it was as a result of a death of a spouse)

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After submitting the required documents applicant will be informed when the National Identification Register has been updated to reflect the change

The Documents will be verified for authenticity, correctness, completeness and consistency. They will then be processed in keeping with the Law.