



GOVERNMENT OF CROSS RIVER STATE  
**CROSS RIVER GEOGRAPHIC INFORMATION AGENCY (CRGIA)**

**APPLICATION PROCESS AND GUIDELINES FOR OBTAINING CERTIFICATE OF OCCUPANCY IN CROSS RIVER STATE – STATE LAND**

In Accordance with the provisions of “Cross River Land Use Regulations 2012 and by Section 2(4)(d) of the Cross River State Assembly Law No 2(2012)” establishing the Cross River State Geographic Information Agency and for matters connected therewith:

1. Obtain the Certificate of Occupancy Application (CofO) form from:

Cross River Geographic Information Agency (CRGIA) Customer Service Centre at:

No. 1 Old Secretariat Road,  
Calabar Municipality  
Calabar

Or

Download the Application form via our Google Drive link [https://drive.google.com/drive/folders/1M8rkziMe5VTYJ0z0Cr0ZkmzT-bt\\_uqsV](https://drive.google.com/drive/folders/1M8rkziMe5VTYJ0z0Cr0ZkmzT-bt_uqsV)

Please note that all application forms are free online but attract a fee of N200 when picked at our office premises Fill out the form completely and accurately. Leave NO section empty or unanswered

2. Attach to the application form copies of all relevant land documents. Originals are presented for sighting purpose only. You are advised to have extra photocopies made for safekeeping. An Applicant may appoint someone to represent them at CRGIA if they so choose and this appointment must be by filling an authorized representative section of the application form in (1) above. The following are the require documentation to support the application:

- a. Two Passport-sized Photograph
- b. Identity Card: National ID card or International Passport or Driver's License or Voter's Card

- c. Registered Land Transfer Documents such as Purchase Agreement or Deed of Transfer or Inheritance Document as the case may be
- d. Survey Plan (Original copy). This could be forwarded by default to CRGIA by the CRS Office of the Surveyor General if notified that the particular client has paid full fees and charges in respect to his allocation
- e. Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit the Cross River Internal Revenue Service for Tax-related issues or using this link to register <https://www.crirs.ng/>
- f. Utility Bill to verify Applicant's Home Address
- g. Court Affidavit and Police Report for lost or stolen documents
- h. If Using an Authorized Representative, a signed letter/ form, and Identity ID is required.
- i. Offer letter/Allocation Letter in respect to his land allocation claims

3. Applicant will be given a cumulative CofO fees assessment (automated) on the following revenue heads:

- a. Development Levy
- b. Premium Levy
- c. Initial Ground Rent
- d. Survey Processing Fee
- e. Application Processing Fee
- f. Registration Fee
- g. Stamp Duties

The assessment generated on the subheads above is based on specific parameters as stipulated in the Cross River Land Use Regulations 2012 arrangement of tariff Schedules First, Second, Third, Fourth, Fifth and Sixth. The detailed rates fees can be accessed via this link:

Link to legal references: [https://drive.google.com/drive/folders/1RriKMR-Fvw1eFEXC7XpK93xFHN\\_Podj6?usp=share\\_link](https://drive.google.com/drive/folders/1RriKMR-Fvw1eFEXC7XpK93xFHN_Podj6?usp=share_link)

4. All charges and fees are payable to Cross River Geographic Information Agency Revenue Account through PayDirect (at any Bank).

5. All documents as in (2) above must be submitted to the CRGIA Customer Service Centre along with a Bank Teller/ Bank print-out of the assessed charges or mailed to CRGIA Office at No. 1 Old Secretariat Road, Calabar Municipality, Calabar, Cross River State.

6. Applicants whose documents have been cleared by the Vetting and Cadastral Units will be enlisted and forwarded to the Ministry of lands for public notice while applicants whose documents are not cleared will be contacted via phone or email telling them of the affected document(s) to be rectified both scenarios addressed within **7 days**.

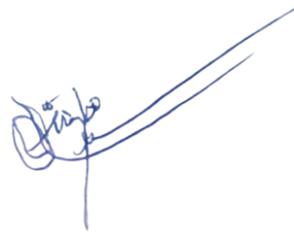
7. A notice is posted and published in the press for **28 days** by the Ministry of lands, during which time any objections may be made.

8. If no objections at the expiration of the 28 days in (7) above site inspection is carried out to ascertain correctness of filled documentation.
9. At the end of site inspection by the Ministry of Lands Director of LUAC presents a report to the technical officers Sub Committee and the Sub Committee presents it to the Full Committee as it were.
10. The Director of Lands sends the report to the Governor for 'Approval in Principle' which should be out **within 3 days**
11. Once the approval in principle is obtained from the Governor, application is forwarded to CRGIA for production of CofO which at this point is done within **48 hours**.
12. Applicants are notified via phone call or text messages, and they will then visit the CRGIA office to collect the Certificate of Occupancy.

**Processing timeline:**

The entire process is completed within 42 working days

For more information, enquiry or complaints please visit Director General, CROSS RIVER GEOGRAPHIC INFORMATION AGENCY (CRGIA), No 1Leopard Road by Murtala Muhammad Highway, Calabar, Cross River State or call: [+234 8036360508](tel:+2348036360508)



Philip Iyang Otigbo  
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CROSS RIVER GEOGRAPHIC INFORMATION AGENCY (CRGIA)

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