



**NIGERIA IMMIGRATION SERVICE**

# **MIGRANT** *e-Registration*

## **GUIDELINES**





## THE NIGERIA IMMIGRATION SERVICE MIGRANT e-REGISTRATION GUIDELINES

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Finally, Worthy of mention, is our Stakeholder and Technical Partner on Migrant (Foreigner) Registration Project, the **International Organization for Migration (IOM)** for their technical support.

MIGRANTS e-REGISTRATION  
PROJECT COMMITTEE



## FOREWORD

Migration has been in existence since the beginning of time and the increasing challenges of migration in the world has compelled nations to begin to address the phenomenon. One of such was the conference on Global Compact for Migration held in Marrakesh, Morocco in December 2018.

The Conference was convened by the UN Secretary General, Antonio Guterres with 194 Nations in attendance. Nigeria being one of the nations in attendance joined others in signing for the adoption for Safe, Orderly and Regular Migration.

In view of the impact of migration on social, economic and political sectors in countries globally, the importance of a credible, reliable and comprehensive statistic and data on Migration cannot be over emphasized. Thus, the need for a robust database for migrants in Nigeria against the backdrop of current global migratory realities.


Consequently, Immigration Regulation 22, 2017 provides inter alia that “The Service shall maintain a registry of Immigrants” and “A register of all the Immigrants shall be kept in the registry containing such information and particulars of an Immigrant as the Comptroller General may from time to time direct”.

The Migrant e-registration guideline therefore provides all necessary information and requirements for migrants residing in Nigeria to be properly documented in line with Global best Practices. However, with the registration, challenges will be identified and addressed. This will help to create conducive



environment for Migrants and address some security challenges currently facing the country.

This guideline is therefore a must read for all Migrants intending to reside as well as those already residing in Nigeria.



**Muhammad Babandede, MFR**  
**Comptroller General of Immigration Service**







## **Who is a Migrant?**

A migrant is any person who is not a citizen of Nigeria.

## **WHO SHOULD REGISTER?**

Any non-citizen of Nigeria, who has or intends to stay in Nigeria for a period exceeding 90 days, is to report to the closest Migrant Registration Centre for registration.

### ○ **Eligibility for Biometric e-registration**

As provided in the second schedule (regulation 24 (1) (a) of the Immigration regulation 2017), the person eligible to register includes:

#### *A person who:*

- has attained the age of eighteen years and,
- is not a citizen of Nigeria, or
- is not otherwise exempted from compliance with registration, and
- intends to reside in Nigeria for any period exceeding ninety days

#### **Exempted Persons**

- Persons under the age of 18.
- Persons enjoying diplomatic immunity.
- Immigrants staying in Nigeria for less than 90 days.



## **HOW TO REGISTER**

All eligible migrants are expected to register in their respective States of residence. They are expected to declare the names of all their Dependants.

**The registration is in two stages:**

- ❖ **Self-service Application;** Web-Based *Pre-Registration* (Not compulsory)
  - Pre-registered migrant needs to complete the process for biometric capturing at Migrant Registration Centre.
- ❖ **Desktop Registration;** at designated Registration Centre (*Compulsory*).

## **MIGRANT REGISTRATION PROCEDURES**

***Steps for Registration at Migrant Registration Office;***

- Get supporting documents/requirements (where applicable).
- Walk into any designated Migrant Registration Office available in your State or Local Government Area of residence.
- Supply required information for enrollment at the designated Registration Centre.
- Registration Officer captures biometrics of both

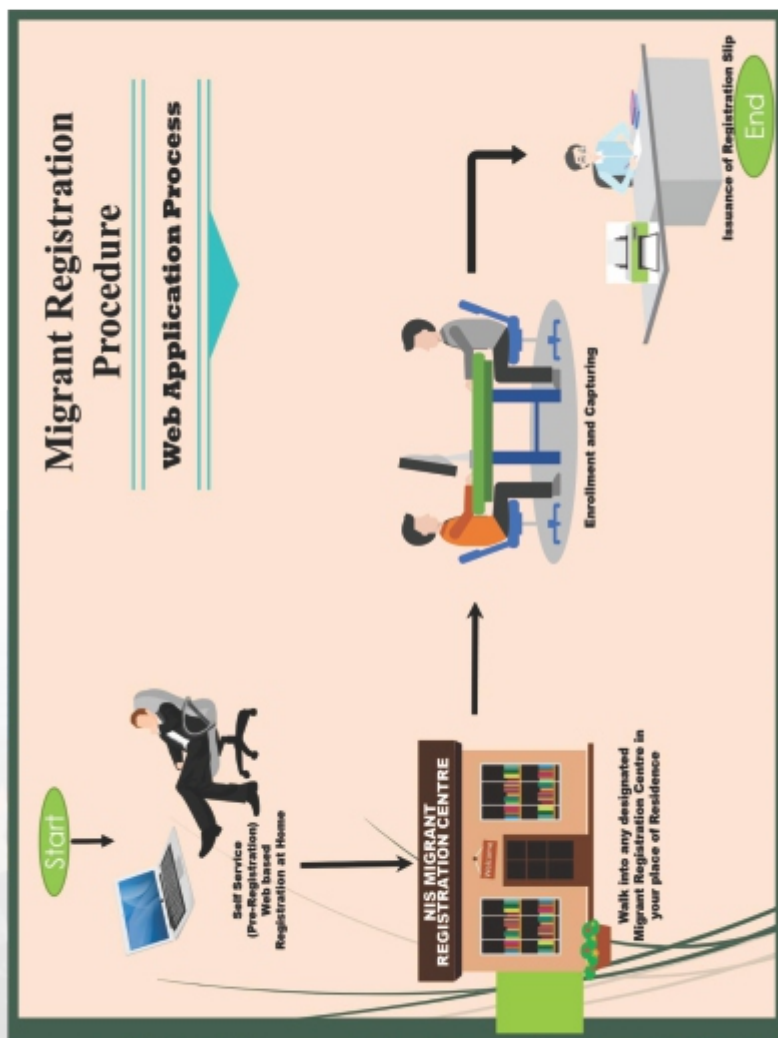




enrolled and pre-enrolled migrants.

- Migrant crosscheck enrolled data.
- Registration Officer confirms submitted documents.
- After completing registration, if Registration Officer is satisfied with information and documents submitted, the documents are then uploaded; captured demographics and biometrics are also submitted.
- Migrant will receive an acknowledgment slip showing registration details.

Migrants may opt to pre-register on the portal and later proceed to Registration Office for only biometrics capturing and document verification. This can ease and accelerate registration.







## CATEGORIES OF MIGRANTS

S/N	CATEGORIES	REQUIREMENTS		
		<b>ECOWAS NATIONALS</b>	<b>NATIONALS OF OTHER AFRICAN COUNTRIES</b>	<b>EXPATRIATE EMPLOYEES</b>
1.	<i>Employed Migrants</i>	<ul style="list-style-type: none"> <li>• Introduction letter for registration and acceptance of Immigration Responsibilities by Diaspora Community Association or Landlord or Employer</li> <li>• Copy of Travel Document Data Page</li> <li>• ECOWAS residence card (where Applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction letter for registration and acceptance of Immigration Responsibilities by employer</li> <li>• Copy of Travel Document Data Page</li> <li>• Evidence of registration with professional bodies (where applicable)</li> <li>• Copy of Letter of employment</li> <li>• Copy of Letter of acceptance of employment</li> <li>• Copy of Quota Approval (where applicable)</li> <li>• CERPAC (where applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction letter for registration and acceptance of Immigration Responsibilities by employer</li> <li>• Copy of travel document data page</li> <li>• Evidence of registration with professional bodies (where applicable)</li> <li>• Copy of Letter of employment</li> <li>• Copy of Letter of acceptance of employment</li> <li>• Copy of Quota Approval (where applicable)</li> <li>• CERPAC (where applicable)</li> </ul>



2.	<b><i>Students</i></b>	<ul style="list-style-type: none"><li>• Introduction letter for registration and acceptance of Immigration Responsibilities by School</li><li>• Copy of travel document data page</li><li>• Copy of Admission letter</li><li>• Copy of Letter of acceptance of admission</li><li>• Evidence of payment of school fees</li></ul>
3.	<b><i>Self Employed</i></b>	<ul style="list-style-type: none"><li>• Introduction letter for registration and acceptance of Immigration Responsibilities by Diaspora Association/Landlord/Owner of residence</li><li>• Copy of Travel Documents data page</li><li>• Evidence of business registration</li><li>• Copy of business permit (where applicable)</li></ul>
4.	<b><i>Spouse of a Nigerian</i></b>	<ul style="list-style-type: none"><li>• Spouse consent letter requesting for Special Immigrant Status and acceptance of Immigration Responsibilities</li><li>• Letter of consent from Niger-wife stating willingness to stay with spouse in Nigeria</li><li>• Copy of Nigerian passport bio-data page of spouse</li><li>• Copy of passport bio-data page of spouse</li><li>• Copy of Marriage Certificate</li><li>• Copy of State of origin or Local Government Identification certificate of the Nigerian Spouse</li></ul>
5.	<b><i>Dependants</i></b>	<ul style="list-style-type: none"><li>• Copy of travel document data Page</li><li>• Copy of Marriage certificates (Spouse)</li><li>• Copy of Dependants birth certificate (children)</li></ul>



## **RESPONSIBILITIES OF THE MIGRANT**

### **Immigration Regulation 2017**

**Section 30:** A Migrant accommodated in any of the premises described under Regulation 28 and 29, shall enter his/her details or information in the register provided by the owner of the premises. Where the person is an illiterate or is unable to enter such particulars in a language in common use in Nigeria, he/she shall provide such information to enable the owner or manager to enter such particulars in the register.

**Section 33:** (1) A Migrant is expected to provide full information as to his name, address, occupation and certificate of registration as may be requested by an Immigration Officer.

(2) Where a Migrant is exempted from the requirements of the Act or these Regulations, he shall satisfy the Immigration Officer that he is so exempted.

## **RESPONSIBILITIES OF THE RESIDENCE OWNER**

### **Immigration Regulation 2017**

**Section 28 and 29:** Mandates house holder/owner of any premise that are accommodating (with or without payment) a Migrant to ensure that such Migrant comply with all the provision in the Immigration Regulation, where a Migrant





fails to do so, it is the duty of such house holder/owner to notify the Immigration authority in his State in which the Migrant is Residing.

### **BENEFITS OF THE MIGRANT REGISTRATION**

- Registration is free.
- It is fast and convenient.
- It serves as a document of identification.
- It enables the government to plan for the Migrants.
- It is easy to update Migrant status.
- Migrant is secured under immigration responsibility.
- It ensures that right of the Migrants is protected.

### **PENALTIES FOR FAILURE TO REGISTER**

Please note that failure to comply with the Migrant Registration is contrary to Section 57 (5) of the Immigration Act 2015 and punishable under the same section.



REGISTRATION OFFICE ADDRESS		
S/NO	FORMATION	LOCATION E-mail ADDRESS
1.	SHQ Workstation	NIS HQ Migrant Registration Centre, Behind Glass House, Sauka, Abuja, FCT Nigeria nis.servicem@nigeriaimmigration.gov.ng
2.	FCT Command	Gwagwalada nis.fct@nigeriaimmigration.gov.ng
3.	Abia State Command	Ubakal Village along Enugu PH Express way, Umuahia South Umuhia nis.abia@nigeriaimmigration.gov.ng
4.	Adamawa State Command	2 <sup>nd</sup> Floor Federal Secretariat Jimeta Road Yola nis.adamawa@nigeriaimmigration.gov.ng
5.	Akwa Ibom State Command	1 <sup>st</sup> Floor Federal Secretariat Abak Road, Uyo nis.akwaibom@nigeriaimmigration.gov.ng
6.	Anambra State Command	N new Street Agu Awka, Awka Road, Uyo nis.anambra@nigeriaimmigration.gov.ng
7.	Bauchi State Command	2 <sup>nd</sup> Floor Federal Secretariat Yakubun Bauchi Street Bauchi nis.bauchi@nigeriaimmigration.gov.ng
8.	Bayelsa State Command	Bayelsa Palms Along Elebele Road Yenagoa nis.bayelsa@nigeriaimmigration.gov.ng
9.	Benue State Command	No. 6 Kashim Ibrahim Way, Old GRA Markudi nis.benue@nigeriaimmigration.gov.ng



10.	Borno State Command	Federal Secretariat Kano Road Maiduguri	<a href="mailto:nis.borno@nigeriaimmigration.gov.ng">nis.borno@nigeriaimmigration.gov.ng</a>
11.	Cross River State Command	No 2 Otuan sa Street Calabar Opposite Margaret Ekpo International Airport Road	<a href="mailto:nis.crossriver@nigeriaimmigration.gov.ng">nis.crossriver@nigeriaimmigration.gov.ng</a>
12.	Delta State Command	Ogwahiku Road Asaba	<a href="mailto:nis.delta@nigeriaimmigration.gov.ng">nis.delta@nigeriaimmigration.gov.ng</a>
13.	Ebonyi State Command	Enugu-Abakaliki Highway, Umuohara Abakaliki	<a href="mailto:nis.ebonyi@nigeriaimmigration.gov.ng">nis.ebonyi@nigeriaimmigration.gov.ng</a>
14.	Edo State Command	Ikpobu Hill Benin City	<a href="mailto:nis.edo@nigeriaimmigration.gov.ng">nis.edo@nigeriaimmigration.gov.ng</a>
15.	Ekiti State Command	Km 5 Afe Babalola/Fed Poly Road, Ado Ekiti	<a href="mailto:nis.ekiti@nigeriaimmigration.gov.ng">nis.ekiti@nigeriaimmigration.gov.ng</a>
16.	Enugu State Command	Federal Secretariat Complex, Independence Layout Enugu	<a href="mailto:nis.enugu@nigeriaimmigration.gov.ng">nis.enugu@nigeriaimmigration.gov.ng</a>
17.	Gombe State Command	Federal Secretariat Complex, Bauchi Road, Gombe	<a href="mailto:nis.gombe@nigeriaimmigration.gov.ng">nis.gombe@nigeriaimmigration.gov.ng</a>
18.	Imo State Command	Federal Secretariat Complex Port Harcourt Road, Owerri	<a href="mailto:nis.imo@nigeriaimmigration.gov.ng">nis.imo@nigeriaimmigration.gov.ng</a>
19.	Jigawa State Command	Federal Secretariat Complex, Sani Abacha Way Dutse	<a href="mailto:nis.jigawa@nigeriaimmigration.gov.ng">nis.jigawa@nigeriaimmigration.gov.ng</a>
20.	Kaduna State Command	Independence Way Kaduna	<a href="mailto:nis.kaduna@nigeriaimmigration.gov.ng">nis.kaduna@nigeriaimmigration.gov.ng</a>
21.	Kano State Command	No 1 Police Barracks Road Kano	<a href="mailto:nis.kano@nigeriaimmigration.gov.ng">nis.kano@nigeriaimmigration.gov.ng</a>



22.	Kano Passports Office			
23.	Katsina State Command	Katsina Local Government, Divisional Office, Malera Quarters, Daura Road, Katsina		<a href="mailto:nis.katsina@nigeriaimmigration.gov.ng">nis.katsina@nigeriaimmigration.gov.ng</a>
24.	Kebbi State Command	2 Lokoja Road GRA Bimil Kebbi		<a href="mailto:nis.kebbi@nigeriaimmigration.gov.ng">nis.kebbi@nigeriaimmigration.gov.ng</a>
25.	Kogi State Command	28, Mount Patti Road New Layout, Lokoja		<a href="mailto:nis.kogi@nigeriaimmigration.gov.ng">nis.kogi@nigeriaimmigration.gov.ng</a>
26.	Kwara State Command	Federal Secretariat Complex GRA Ilorin		<a href="mailto:nis.kwara@nigeriaimmigration.gov.ng">nis.kwara@nigeriaimmigration.gov.ng</a>
27.	Lagos Zone 'H'			
28.	Lagos State Command	No 2 Alagbon Close Ikoyi- Lagos		<a href="mailto:nis.lagos@nigeriaimmigration.gov.ng">nis.lagos@nigeriaimmigration.gov.ng</a>
29.	State Command	Behind LGA Secretariat Makurdi - Lafia Road Lafia		<a href="mailto:nis.nasarawa@nigeriaimmigration.gov.ng">nis.nasarawa@nigeriaimmigration.gov.ng</a>
30.	Niger State Command	Block E, Old Secretariat Complex Muazu Mohammed Road Minna		<a href="mailto:nis.niger@nigeriaimmigration.gov.ng">nis.niger@nigeriaimmigration.gov.ng</a>
31.	Ogun State Command	Oke-Mosan Abeokuta		<a href="mailto:nis.ogun@nigeriaimmigration.gov.ng">nis.ogun@nigeriaimmigration.gov.ng</a>
32.	Ondo State Command	Beside Federal Secretariat Complex, Ighatoro Road Akure		<a href="mailto:nis.ondo@nigeriaimmigration.gov.ng">nis.ondo@nigeriaimmigration.gov.ng</a>
33.	Osun State Command	Federal Secretariat Complex, Ogo- Oluwa Oshogbo		<a href="mailto:nis.osun@nigeriaimmigration.gov.ng">nis.osun@nigeriaimmigration.gov.ng</a>



34.	Oyo State Command	Opposite Government House, Agodi Gate Ibadan	<i>nis.oyo@nigeriaimmigration.gov.ng</i>
35.	Plateau State Command	Federal Secretariat Tudun Wada, Jos	<i>nis.plateau@nigeriaimmigration.gov.ng</i>
36.	Rivers State Command	Federal Secretariat Aba Road Port Harcourt	<i>nis.rivers@nigeriaimmigration.gov.ng</i>
37.	Sokoto State Command	Federal Secretariat along Kaduna Road Sokoto	<i>nis.sokoto@nigeriaimmigration.gov.ng</i>
38.	Taraba State Command	Jalino-Numan Road Mile 6, Jalingo	<i>nis.taraba@nigeriaimmigration.gov.ng</i>
39.	Yobe State Command	Adjacent to Federal Secretariat Along Gas hua Road Damaturu	<i>nis.yobe@nigeriaimmigration.gov.ng</i>
40.	Zamfara State Command	No 1 Sokoto Road behind Government House, Gusau	<i>nis.zamfara@nigeriaimmigration.gov.ng</i>