



UDO UDOMA &
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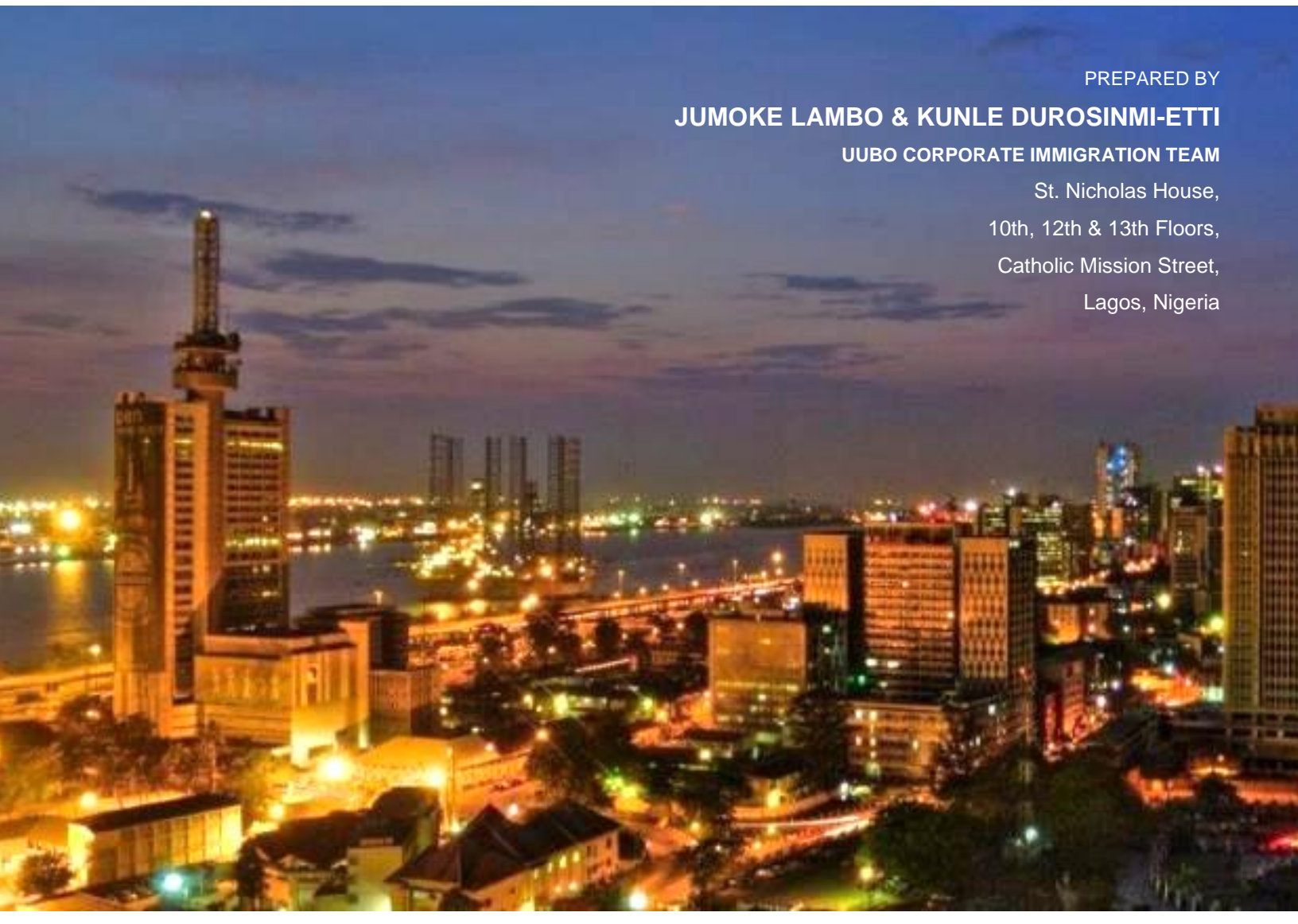
THE MIGRANT e-REGISTRATION GUIDELINES 2019 ISSUED BY THE NIGERIA IMMIGRATION SERVICE – KEY HIGHLIGHTS

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1. INTRODUCTION

- 1.1 We write to inform you that the Nigeria Immigration Service (the “NIS”) has released the Migrant e-Registration Guidelines (“Guidelines”) 2019. The Guidelines were issued pursuant to section 22 of the Immigration Regulations 2017 (“Regulations”) which require the NIS to maintain a registry of immigrants in Nigeria. The Guidelines require any individual who is not a citizen of Nigeria to report to the closest Migrant Registration Centre for registration if the individual has or intends to stay in Nigeria for a period exceeding 90 (ninety) days (Please see Appendix 1)¹.
- 1.2 The Guidelines set out the information and requirements needed for the proper documentation of all migrants that are resident in Nigeria.

2. KEY HIGHLIGHTS OF THE GUIDELINES

The main highlights of the Guidelines are set out below:

2.1	Who is a migrant?	A ‘Migrant’ is any person who is not a citizen of Nigeria.
2.2	Who should register?	The Guidelines require any non-Nigerian individual, who satisfies the eligibility criteria in 2.3 below to report to the closest Migrant Registration Centre for registration if he/ she has stayed or intends to stay in Nigeria for a period exceeding 90 (ninety) days.
2.3	Eligibility for Biometric e-Registration	The non-Nigerian citizens who are eligible for the e-registration are persons who: a) are 18 years old or older; b) are not otherwise exempted from compliance with registration; and c) intend to reside in Nigeria for any period exceeding 90 (ninety) days.
2.4	Exempted Persons	The persons who are exempted from the e-registration consist of those who: a) have not attained the age of 18 (eighteen) years; b) enjoy diplomatic immunity in Nigeria; and

¹ The list of approved registration centres is attached as Appendix 1 hereto.

		c) despite being migrants, intend to stay in Nigeria for a period of less than 90 (ninety) days.
2.5	Categories of Migrants	<p>There are 5 (five) categories of migrants namely;</p> <ul style="list-style-type: none"> a) Employed Migrants; b) Students; c) Self-Employed Migrants; d) Spouse of a Nigerian; and e) Dependents. <p>The registration requirement varies with each category of Migrants.</p>
2.6	Benefits of the Migrant Registration	<p>The benefits of e-registration include:</p> <ul style="list-style-type: none"> a) it enables the Government to include a plan for Migrants in its national planning; b) it makes it easier to update the status of Migrants; and c) registration helps to ensure that the rights of Migrants are protected.

3. HOW TO REGISTER

All eligible Migrants must register in their respective States of residence and also declare the names of all their dependents. There are two stages for the registration process namely -

- a) Self-service application: this is a non-compulsory web-based pre-registration; and
- b) Desktop registration: this is carried out at a Migrant Registration Centre (“MRC”) (**Please see Appendix 1**) and is a compulsory step.

Procedure for Migrant Registration

The Migrant can opt to pre-register on the portal and later visit a MRC for biometrics capturing and document verification. The registration steps are set out below.

- a) In order to register, a Migrant would need to:
 - i. obtain the supporting documents/ requirements (where applicable) (**Please see Appendix 2**);
 - ii. visit any MRC in his/ her State or Local Government Area of residence; and
 - iii. supply the required information for enrolment at the MRC.
- b) The Registration Officer will capture the biometric data of the Migrant;
- c) The Migrant will be required to crosscheck the enrolled data;
- d) The Registration Officer will review the application documents submitted;
- e) If the Registration Officer is satisfied with the information and documents submitted, the documents will be uploaded together with the captured demographic and biometric data and will be submitted; and
- f) The Migrant will be given an acknowledgement slip showing his/ her registration details.

4. DEADLINE FOR REGISTRATION

The registration deadline is **31st December 2019**.

5. PENALTIES FOR FAILURE TO REGISTER

The Guidelines prescribe a penalty of a term of three years imprisonment or a fine of ~~₦~~500,000 (five hundred thousand Naira) or both fine and imprisonment, in respect of any expatriate who does not register before the deadline. The NIS has also announced that they will commence the deportation of any Migrant who fails to complete the e-Registration with effect from 12th January 2020.

6. RESPONSIBILITIES OF RESIDENCE OWNERS

Please note that the Guidelines reiterate the provisions of Sections 28 and 29 of the Regulations which place a responsibility on the house holder/ owner of any premises that accommodates (with or without payment) a Migrant to ensure that such Migrant complies with all the provisions of the Regulations, and where a Migrant defaults, to notify the Immigration authority in the State in which the Migrant resides. The Regulations prescribe a penalty of a term of ten years imprisonment or a fine of ~~₦~~2,000,000 (two million Naira) or both fine and imprisonment.

7. AT YOUR SERVICE

To avoid the penalties stated above, it is important for all Migrants to comply with the Guidelines. Our law firm, Udo Udoma & Belo-Osagie, being very familiar with the Guidelines, the Regulations and the Immigration Act 2015, will be glad to assist you or the Migrants in your organisation with the e-registration process to ensure your

compliance with the Guidelines. Kindly send an email to migrantse-reg@uubo.org and we will contact you immediately.

APPENDIX 1

REGISTRATION OFFICE ADDRESS

S/N	FORMATION	LOCATION	E-mail Address
1	SHQ Workstation	NIS HQ Migrant Registration Centre, Behind Glass House, Sauka, Abuja, FCT, Nigeria	migrant_e-re@immigration.gov.ng nis.servicom@nigeriaimmigration.gov
2	FCT Command	Gwagwalada, FCT	nis.fct@nigeriaimmigration.gov.ng
3	Abia State Command	Ubakal Village along Enugu PH Express way, Umuahia South, Umuahia	nis.abia@nigeriaimmigration.gov.ng
4	Adamawa State Command	2 nd Floor Federal Secretariat Jimeta Road, Yola	nis.adamawa@nigeriaimmigration.gov.ng
5	Akwa Ibom State Command	1 st Floor Federal Secretariat Abak Road, Uyo	nis.akwaibom@nigeriaimmigration.gov.ng
6	Anambra State Command	Nnewi Street Agu Awka, Awka	nis.anambra@nigeriaimmigration.gov.ng
7	Bauchi State	2 nd Floor Federal Secretariat Yakubun Bauchi street, Bauchi	nis.bauchi@nigeriaimmigration.gov.ng
8	Bayelsa State Command	Bayelsa Palms Along Elebele Road, Yenagao	nis.bayelsa@nigeriaimmigration.gov.ng
9	Benue State Command	No 6 Kashim Ibrahim Way, Old GRA Makurdi	nis.benue@nigeriaimmigration.gov.ng
10	Borno State Command	Federal Secretariat Kano Road Maiduguri	nis.borno@nigeriaimmigration.gov.ng
11	Cross River State Command	No. 2 Otuansa Street Calabar opposite Margret Ekpo International Airport Road	nis.crossriver@nigeriaimmigration.gov.ng
12	Delta State Command	Ogwahiku Road, Asaba	nis.delta@nigeriaimmigration.gov.ng
13	Ebonyi State Command	Enugu-Abakaliki Highway, Umuoghara Abakaliki	nis.ebonyi@nigeriaimmigration.gov.ng
14	Edo State Command	Ikpobu Hill, Benin city	nis.edo@nigeriaimmigration.gov.ng

15	Ekiti State Command	KM 5 Afe Babalola/ Fed. Poly Road, Ado Ekiti	nis.ekiti@nigeriaimmigration.gov.ng
16	Enugu State Command	Federal Secretariat Complex Independence Layout, Enugu	nis.enugu@nigeriaimmigration.gov.ng
17	Gombe State Command	Federal Secretariat Complex, Bauchi Road, Gombe	nis.gombe@nigeriaimmigration.gov.ng
18	Imo State Command	Federal Secretariat Complex, Port Harcourt Road, Owerri	nis.imo@nigeriaimmigration.gov.ng
19	Jigawa State Command	Federal Secretariat complex Sani Abacha Way, Dutse	nis.jigawa@nigeriaimmigration.gov.ng
20	Kaduna State Command	Independence Way Kaduna	nis.kaduna@nigeriaimmigration.gov.ng
21	Kano State Command	No. 1 Police Barracks Road, Kano	nis.kano@nigeriaimmigration.gov.ng
22	Kano Passports Office	By Farm Settlement, off Maiduguri Road, Kano	
23	Katsina State Command	Katsina Local Government Divisional Office, Makera Quarters Daura Road, Katsina	nis.katsina@nigeriaimmigration.gov.ng
24	Kebbi State Command	2 Lokoja Road GRA Birni kebbi	nis.kebbi@nigeriaimmigration.gov.ng
25	Kogi State Command	28, Mount Patti Road New Layout, Lokoja	nis.kogi@nigeriaimmigration.gov.ng
26	Kwara State Command	Federal Secretariat Complex GRA Ilorin	nis.kwara@nigeriaimmigration.gov.ng
27	Lagos Zone "A"	PWD Bus Stop, former Passport Office, Ikeja	nis.zoneA@nigeriaimmigration.gov.ng
28	Lagos State Command	No. 2 Alagbon Close Ikoyi, Lagos	nis.lagos@nigeriaimmigration.gov.ng
29	Nasarawa State Command	Behind LGA Secretariat Makurdi-Lafia Road, Lafia	nis.nasarawa@nigeriaimmigration.gov.ng
30	Niger State Command	Block E, Old Secretariat Complex Muazu Mohammed Road Minna	nis.niger@nigeriaimmigration.gov.ng

31	Ogun State Command	Oke-Mosan Abeokuta	nis.ogun@nigeriaimmigration.gov.ng
32	Ondo State Command	Beside Federal Secretariat Complex Igbatoro Road Akure	nis.ondo@nigeriaimmigration.gov.ng
33	Osun State Command	Federal Secretariat Complex, Ogo-Oluwa, Oshogbo	nis.osun@nigeriaimmigration.gov.ng
34	Oyo State Command	Opposite Government House Agodi Gate Ibadan	nis.oyo@nigeriaimmigration.gov.ng
35	Plateau State Command	Federal Secretariat Tudun Wada, Jos	nis.plateau@nigeriaimmigration.gov.ng
36	River State Command	Federal Secretariat Aba road, Port Harcourt	nis.river@nigeriaimmigration.gov.ng
37	Sokoto State Command	Federal Secretariat along Kaduna Road Sokoto	nis.sokoto@nigeriaimmigration.gov.ng
38	Taraba State Command	Jalino-Numan Road Mile 6, Jalingo	nis.taraba@nigeriaimmigration.gov.ng
39	Yobe State Command	Adjacent to Federal Secretariat along Gashua Road Damaturu	nis.yobe@nigeriaimmigration.gov.ng
40	Zamfara State Command	No. 1 Sokoto Road behind Government House, Gusau	nis.zamfara@nigeriaimmigration.gov.ng

APPENDIX 2

REGISTRATION REQUIREMENTS

A. EMPLOYED MIGRANTS

1. ECOWAS Nationals

- a. Introduction letter for registration and acceptance of Immigration Responsibilities by Diaspora Association/ Landlord/ Owner of residence.
- b. Copy of the travel document data page.
- c. ECOWAS residence card (where applicable).

2. Nationals of Other African Countries

- a. Introduction letter for registration and acceptance of Immigration Responsibilities by the employer.
- b. Copy of the travel document data page.
- c. Evidence of registration with professional bodies (where applicable).
- d. Copy of letter of employment.
- e. Copy of letter of acceptance of employment.
- f. Copy of the Expatriate Quota Approval (where applicable).
- g. CERPAC (where applicable).

3. Expatriate Employees

- a. Introduction letter for registration and acceptance of immigration responsibilities by employer.
- b. Copy of the travel document data page.
- c. Evidence of registration with professional bodies (where applicable);
- d. Copy of letter of employment.
- e. Copy of letter of acceptance of employment.

- f. Copy of Expatriate Quota Approval (where applicable).
- g. CERPAC (where applicable).

B. STUDENTS

- a. Introduction letter for registration and acceptance of immigration responsibilities by the School.
- b. Copy of the travel document data page.
- c. Copy of the student's admission letter.
- d. Copy of the student's letter of acceptance of admission.
- e. Evidence of the payment of school fees.

C. SELF-EMPLOYED

- a. Introduction letter for registration and acceptance of immigration responsibilities by a Diaspora Association/ Landlord/ Owner of residence.
- b. Copy of the travel document data page.
- c. Evidence of Business registration.
- d. A Copy of the business permit (where applicable).

D. SPOUSE OF A NIGERIAN

- a. Spouse consent letter requesting for Special Immigrant Status and acceptance of immigration responsibilities.
- b. Letter of consent from Niger-wife stating willingness to stay with spouse in Nigeria.
- c. Copy of Nigerian passport data page of spouse.
- d. Copy of passport bio-data page of spouse.
- e. Copy of the Marriage Certificate.
- f. Copy of the State of origin or Local Government Identification certificate of the Nigerian Spouse.

E. DEPENDENT

- a. Copy of the travel document data page.
- b. Copy of Marriage Certificate (Spouse).
- c. Copy of Dependent's birth certificate (children).