

**LIST OF DOCUMENTS TO BE SUBMITTED BY FEDERAL AND STATE TREASURY FUNDED MDA'S FOR  
THE DATA RECAPTURING EXERCISE**

- I. Letter of First Appointment or Attestation Letter (in the case of Police Personnel)
- II. TRANSFER and Acceptance of Service (where applicable)
- III. Birth Certificate or Declaration of Age
- IV. Staff Identity Card or any one of the following:
  - a) National Driver's License;
  - b) Permanent Voter's Card; or
  - c) International Passport.
- V. Staff file No.
- VI. National Identity Card or Enrolment Slip issued by the National Identity Management Commission, indicating the National Identity Number (NIN). (The PFA Official should view the NIN notified to the individual using the appropriate USSD code e.g. \*346# for MTN, AIRTEL and 9 Mobile).
- VII. Authenticated Bank Verification Number (BVN), card or any other form of BVN authentication. (i.e. The PFA Official should view the BVN notified to the individual using the appropriate service provider's USSD code e.g. \*565\*0# for MTN).
- VIII. Other additional documentation as may be deemed necessary by the PFA.
- IX. Promotion Letter and Pay Slip indicating Grade Level and Step as at 30 June 2004 (where applicable).
- X. Promotion Letter and Pay Slip indicating Grade Level and Step as at January 2007 (where applicable).
- XI. Promotion Letter and Pay Slip indicating Grade Level and Step as at July 2010 (where applicable).
- XII. Promotion Letter and Pay Slip indicating Grade Level and Step as at December 2013 (where applicable).
- XIII. Promotion Letter and Pay Slip indicating Grade Level and Step as at December 2016 (where applicable).
- XIV. Promotion Letter and Pay Slip indicating current Grade Level and Step (where applicable).
- XV. IPPIS No. (for employees of MDAs under IPPIS).

- XVI. Certificate of RSA Registration (i.e. Welcome Letter or recent RSA Statement showing name and PIN).

**LIST OF DOCUMENT TO BE SUBMITTED BY NON-TREASURY FUNDED FEDERAL AND STATE GOVERNMENT MDA'S AND THE PRIVATE SECTOR FOR THE DATA RECAPTURING EXERCISE**

- I. Staff Identity Card or any one of the following:
  - a) National Driver's License;
  - b) Permanent Voter's Card; or
  - c) International Passport.
- II. Letter of Employment or Letter of Appointment
- III. Birth Certificate or Declaration of Age
- IV. Certificate of RSA Registration (i.e. Welcome Letter or recent RSA Statement showing name and PIN).
- V. National Identity Card or Enrolment Slip issued by the National Identity Management Commission, indicating the National Identity Number (NIN)
- VI. Authenticated Bank Verification Number (BVN), card or any other document indicating the individual's BVN.
- VII. Other additional documentation as may be deemed necessary by the PFA.
- VIII. Certificate of RSA Registration (i.e. Welcome Letter or recent RSA Statement showing name and PIN).