



**TARABA GEOGRAPHIC INFORMATION SERVICE
(TAGIS)**

**OBTAINING CERTIFICATE OF
OCCUPANCY IN TARABA STATE: A
COMPREHENSIVE GUIDE**

TERMS OF REFERENCE (ToR) FOR CREATION OF A DATA CENTRIC DIGITAL ARCHIVE FOR C OF Os WITH A SEARCHABLE INDEX

OVERVIEW

A Certificate of Occupancy (C of O) proves that the bearer is the property's legitimate owner. Individuals and businesses may register their property with Taraba Geographic Information Services (TAGIS) in compliance with Section 13(1) of the Taraba State Geographic Information Service Establishment Law & Other Related Matters Therewith 2024. The following instructions must be followed in order to apply for and register a property with TAGIS in order to receive a C of O:

MISSION

To facilitate efficient land administration and sustainable development in Taraba State through reliable geographic information and geospatial data.

IMPLEMENTATION FRAMEWORK

Develop and maintain a robust GIS infrastructure, upholding standards compliance, delivering expert services, and fostering strategic statewide partnerships.

Registering Property in Taraba State - Procedure, Time and Cost

Land Use Categories

- A. Residential, Religious
- B. Commercial, Public Institution, Mixed Farming & grazing
- C. Agriculture
- D. Filling Station, Warehouse & Industrial

S/N	PROCEDURE	TIME FRAME	FEES
1	<p>Application Submission And Filing: Applicants seeking for a right of occupancy, gets the digital LAN 1 form by way of download from the web site www.tarabagis.com or at TAGIS Customer Service. The application form will be filled and the completed form submitted along with all the original copies of the accompanying documents to the land title.</p> <ul style="list-style-type: none">i. Proof of ownership of landii. Proof of identityiii. Affidavitiv. Community head consent letterv. Passport photograph <p>The basic objectives at this level include but not limited to</p> <ol style="list-style-type: none">1. Establish an initial verification that the applicant is the rightful owner of the land	1 day	Cost varies depending on Land use type category A: ₦ 11,000 B: ₦ 26,000 C: ₦ 21,000 D: ₦ 76,000

	2. That the Land is free from Government acquisition 3. That the land is free from any encumbrance or pending litigation.		
2	Office processing a) File Tracking b) Land Vetting (land services) c) GIS charting/LIS plot matching (GIS) d) Possible land inspection (no charge) (town planners and Surveyor) e) Grant of Right of Occupancy (Director Land Services)	10 days	Fee for item c). per Square meter in each category A: ₦ 2 B: ₦ 3 C: ₦ 0.5 kobo D: ₦ 10 Payable in procedure 3
3	Successful applicant will be notified by call or mail from TAGIS Call Center to pick up - Obtain billing (account and billing officer) - Grant of Right of Occupancy - Make payment and submit evidence (Bank or online payment gateway https://www.tarabagis.com/cofo/index.php)	2 days	C of O charge depending on Categories A: ₦ 100,000 B: ₦ 120,000 C: ₦ 100,000 D: ₦ 200,000
4	Certificate of Occupancy stage The Land Use Act of 1978 gave the Governor of each state in the Federation ownership of all land, with the exception of land held by the Federal Government. Prior approval from the Governor is necessary for any transfers or interest in land to be valid. The process of getting the governor's consent was significantly reformed in August 2024.	30 days	No Charges

Note:

All Payments are made to the designated bank

**Taraba State TSA, Access Bank Account,
0777515446; government-accredited bank**

Requirements:

1. Indexing:

- Owner type (e.g., corporate entity/private individual).
- Owner(s) name.
- Owner(s) gender.
- Ownership type (e.g., single-owned; joint/co-owned between man and woman).
- Property unique ID.
- CofO issuance date.
- CofO registration date.
- CofO reference number (matching the physical record number)

2. Scanning and Archiving:

- Raw File format: TIFF/JPEG Standard.
- File format: PDF.
- Resolution: 200 dpi.
- Colour depth: 1-bit bi-tonal (B/W) and 24-bitcolour.

3. System Security and Privacy:

- JSON web token for authentication within an API interface.
- Strict storage of tokens in cookies with enforced security measures.
- Utilization of HTTPS/encryption protocols.

4. System Architecture

Digital Archive Technical Details:

- Platform: PHP stack application
- Hosting: Virtual Private Server (VPS)
- Redundancy: On-premises failover, offline backups
- Security: Encrypted, Cisco firewalls
- Search: Indexed by alpha-numeric data, unique IDs

5. Project Team:

- Commissioner of Finance.
- Director General.
- Permanent Sec. Bureau for Lands.
- Data Collection/Entry Coordinator.

For further Inquiries-Contact us at:
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Signed: Director General, TAGIS
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