

S/N	FILEDS	CONDITIONS	SUPPORTING DOCUMENTS
1	Date of First(DOFA)Appointment/Date of Current Employment(DOCE)	I. Where the DOFA/DOCE of the contributor was wrongly captured by PFA. II.Where contributor gave wrong DOFA/DOCE	I. Application letter from contributor II.Letter of First Appointment/Employment Letter/Gazette III.Employer confirmation of new request date IV.Record of service(FGN employees) V.Letter of First Appointment/Employment initially submitted
2	Date of Birth(DOB)	I. Where the Date of Birth was wrongly Captured by PFA. II.Where contributor gave wrong Date of birth	I. Application letter from contributor. II.Birth certificate/Declaration of Age III.Confirmation letter stating correct Date of Birth from Employer. IV.Record of service(FBN employees) V.Letter of Date of Birth initially submitted.
3	Change of Surname	I. Where the Contributor changed marital status (Married or divorced). II. Where the surname was wrongly captured by PFA.	I. Application Letter from Contributor. II.Employer confirmation for the change of Surname. III.Marriage Certificate if Applicable IV.Newspaper publication V.Court affidavit VI.Record of service (FGN employees).
4	Change of First Name	I. Where the First Name was wrongly captured by PFA. II. Where the contributor changed his/her first name.	I. Application Letter from contributor II.Employer confirmation for the change of First Name. III.Newspaper publication. IV.Record of service (FGN employees).

5	Change of Middle Name	I. Where the middle Name was wrongly captured by the PFA. II. Where the contributor changed his/her middle name.	I. Application Letter from Contributor. II. Employer confirmation for the change of middle Name III. Newspaper publication. IV. Court Affidavit V. Record of service for FGN employees).
6	Change of Photograph	I. Where there was a deformation of the face after registration on PAS II. Where a contributor wishes to change his/her photograph after 15 years of registration on RM of PAS	I. Medical report from Approved Government Hospital confirming disfigurement/loss of the face. II. Application Letter from contributor II. Employer confirmation for the Change Photograph. IV. Copy of current photograph of deformed face.
7	Update of status from Non physical challenge to complete physical challenge	I. Where a contributor loses his/her fingers or hands after registration on PAS	I. Medical report from Approved Government Hospital confirming disfigurement/loss of hands or fingers after registration. II. Photograph of contributor showing loss of hands or fingers. III. Employer's confirmation of loss of hands or fingers.
8	Change of Signature	I. Due to loss of hand fingers after registration on PAS. II. Due to change of name.	I. Medical report from Approved government Hospital confirming disfigurement/loss of hands or fingers after registration. II. Application Letter from contributor. III. Court affidavit IV. Employer's confirmation of old and new signature(where applicable) V. Old and new specimen(Where applicable)
9	Documents for change of Gender	I. Where a contributor is issued an	I. Certificate of Registration

		opposite gender PIN on the CRS	II.Birth Certificate/Declaration of Age III.PFA Confirmation of the wrong gender
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