



Guideline to Obtain Certificate of Occupancy (C of O)

**Adamawa State Land Administration & Allocation System
(LAAS)**

Ministry of Lands

November 2025

STEP 1: ACCESS THE PORTAL

- Visit www.laas.adamawastate.gov.ng
- Click **LAAS Portal** on the Menu Bar

STEP 2: CREATE AN ACCOUNT

- Click **Sign Up**
- Enter your details correctly
- Check your email for login credentials

STEP 3: LOGIN

- Log in using your email and password
- Navigate to **Land Services**

STEP 4: APPLY FOR C OF O

- Click **C of O Application**
- Select **Apply for C of O**
- Confirm the correct **Right of Occupancy (R of O)**
- Complete the form
- Upload required documents

STEP 5: SUBMIT APPLICATION

- Review all entries carefully
- Click **Submit**

STEP 6: OFFICIAL REVIEW

- ✓ Application reviewed by Ministry officials
- ✓ If approved → proceeds
- ✗ If corrections are needed → returned for amendment

STEP 7: APPROVAL & NOTIFICATION

- Approved applications receive **email notification**

STEP 8: PAYMENT & GENERATION

- Pay **₦50,000** via the portal
- Generate and download your **Certificate of Occupancy**