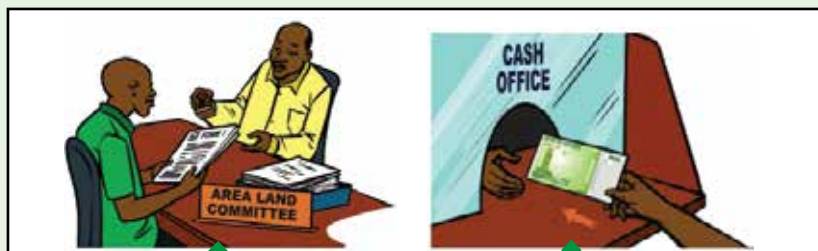


# PROCEDURE FOR OBTAINING A CERTIFICATE OF CUSTOMARY OWNERSHIP (CCO)

## ACCESS TO ACCURATE LAND INFORMATION



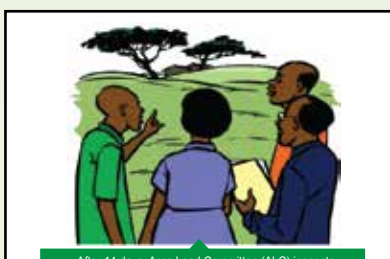
**1.** Obtain 3 copies of Land Form 1 (Application for CCO) from the District Land office/Area Land Committee/Ministry website and fill in Part 1 and attach 3 passport photos



**2.** Submit the Filled Application Forms to the Chairperson Area Land Committee. The Applicant pays an application fee of 5,000/= and obtains a receipt and an Acknowledgement Note signed by the Chairman



**3.** Using Form 9 (public notice), the Area Land Committee issues a public notice and places it in a prominent place in the Parish and on the Land applied for a period not less than 14 days



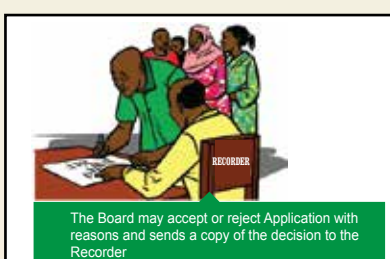
**4.** After 14 days, Area Land Committee (ALC) inspects the land to mark boundaries by planting trees, rights of way/ easements. The ALC fills in 3 copies of Form 23 (Demarcation form) and draws the sketch map which is allocated a Unique Number. Leave one copy with the Applicant.



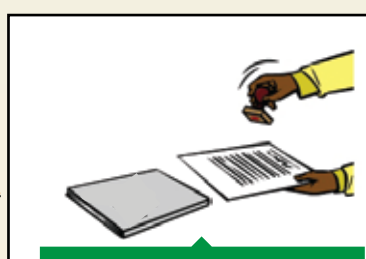
**5.** ALC prepares a detailed Inspection report with Recommendations and records the interests and rights in the land for women, absent persons, minors, and persons with/under disabilities if any.



**6.** Submit the documents (Form 1, Form 9, Form 23 and the inspection report) to the District Land office for Checking and Submission to the District Land Board



**7.** The Board may accept or reject Application with reasons and sends a copy of the decision to the Recorder. The Recorder fills in the CLIN register, abstract book and two Certificates of Customary Ownership (Registrar's and Owner's Copy). The Applicant is invited to sign the certificates and the Recorder signs too.



**8.** The two certificates are sent to the Secretary of the DLB for affixing a seal of the DLB and returned to the recorder who records it in the Register of Certificates of Customary Ownership



**10.** The owners' copy of the Certificate of Customary Ownership is issued



**9.** The Applicant is invited to pay a fee of 5,000/= to the Sub-county

