



REPUBLIC OF KENYA
MINISTRY OF HEALTH



THE KENYA MEDICAL LABORATORY TECHNICINS ASND TECHNOOGISTS BOARD.

PROXY AUTHORIZATION LETTER FOR DOCUMENT FILING/COLLECTION.

*Pursuant to the Medical Laboratory Technicians and Technologist or officer student or
officer students Act CAP 253 .A Laws of Kenya.*

KMLTTB QUALITY ASSURANCE SERVICES.

 KENYA MEDICAL LABORATORY TECHNICIANS & TECHNOLOGIST BOARD Make Testing a Safe Reality	PROXY AUTHORIZATION LETTER FOR DOCUMENT FILING/COLLECTION		DOCUMENT CONTROL
	OWNER OF THE FORM	REGISTRAR	Serial: KMLTTB/PROXY/FILLING/GUIDE/02 Version 001 Date: 2 ND , JANUARY, 2026

PROXY AUTHORIZATION LETTER FOR DOCUMENT FILING/COLLECTION.

Date:

To:

The Registrar / Chief executive Officer,
Kenya medical laboratory Technicians and Technologists Board,
P.O BOX 20889-00202
Nairobi.
Dear Sir,

AUTHORITY LETTER TO FILE/COLLECT ACADEMIC RECORDS

I,Student/Registration
Numberand National ID/Passport
Number, do hereby authorizebearing National
ID/Passport Number, to act on my behalf for the purpose
of [tick one or more]:

1. Filing for Academic Transcripts.
2. Filing for Academic Certificates.
3. Collecting my license.
4. Collecting my superintendent license.
5. Collecting my medical laboratory premises license.

This authorization is valid from [Start Date].....] to [End Date].....

I authorize my representative to sign any necessary documents, pay required fees, and receive the aforementioned documents on my behalf. A copy of my ID and the proxy's original ID are attached for verification purposes.

I take full responsibility for this authorization.

Sincerely,

(Signature of Applicant).

.....

[Full Name].....

Phone Number].....

(Signature of Proxy/Representative).

.....

[Full Name of Proxy].....

[Proxy's Phone Number]

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KEY REQUIREMENTS FOR SUCCESSFUL PROCESSING.

- **Identification:** The proxy *must* bring their original ID/Passport for verification.
- **Documentation:** Copies of the applicant's ID and any relevant registration forms should be attached.
- **Authentication:** If the documents are to be used for public service or official accreditation in Kenya, they may need to be certified by an Advocate and Commissioner for Oaths.
- **Fees:** Ensure all processing fees are paid via the approved method (e.g., M-PESA) before sending the proxy.
- **Letters of Recommendation/Affidavits:** If collecting lost certificates, original police abstracts and affidavits may be required.

.....THE END.....