



REPUBLIC OF KENYA
MINISTRY OF HEALTH


THE KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD.



PROXY AUTHORIZATION LETTER FOR GROUP 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.

	PROXY AUTHORIZATION LETTER FOR DOCUMENT FILING/COLLECTION		DOCUMENT CONTROL Serial: KMLTTB/PROXY/FILLING/GUIDE/03 Version 001 Date: 2 ND , JANUARY, 2026
	OWNER OF THE FORM	REGISTRAR	

**PROXY AUTHORIZATION LETTER FOR GROUP 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

We, the undersigned medical laboratory sciences students/ professionals with our respective index/ passport numbers as indicated, hereby authorize Mr./Mrs./MS
.....

National ID No. to act on our behalf for the purpose of:-

[Tick one or more]:

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

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

We authorize our representative to sign any necessary documents, pay required fees, and receive the aforementioned documents on our behalf. Copies of our National IDs including that of the proxy are attached for verification purposes. The proxy shall produce his/her original ID for verification.

We take full responsibility for this authorization.

	Full Name	KMLTTB Index/Registration No.	Phone Number	ID.No	Signature of Applicant
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

(Signature of Proxy/Representative).

.....

[Full Name of Proxy].....

[Proxy's Phone Number]

.....

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.....