



REPUBLIC OF KENYA
MINISTRY OF HEALTH

THE KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD.

GROUP PROXY AUTHORIZATION LETTER FOR DOCUMENT FILING/COLLECTION

Pursuant to the Medical Laboratory Technicians and Technologist Act CAP 253A ,Laws of Kenya.

KMLTTB QUALITY ASSURANCE SERVICES.

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

GROUP 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,

A. AUTHORITY LETTER TO FILE/COLLECT ACADEMIC RECORDS

We, the undersigned medical laboratory sciences students/ professionals with our respective index/National IDs/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 as appropriate	
1. Filing Academic Transcripts.	
2. Filing Academic Certificates.	
3. Collecting our licenses.	
4. Collecting our superintendent 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.					

B. 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.

	Full Name of proxy	KMLTTB Index/Registration No.	Phone Number	ID.No	Signature of Proxy
1.					

DATE.....

C. TO BE FILLED BY KMLTTB ISSUING OFFICER

	Full Name KMLTTB issuing officer	ID.No	Signature	DATE
1.				

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