



REPUBLIC OF KENYA
MINISTRY OF HEALTH

THE KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD.



PROXY AUTHORIZATION LETTER FOR DOCUMENT FILING/COLLECTION.

*Pursuant to the Medical Laboratory Technicians and Technologist 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/02 Version 001 Date: 2 ND , JANUARY, 2026
	OWNER OF THE FORM	REGISTRAR	

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

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

I, the above named person of the said Student Index /Registration Number .and
National ID/Passport Number ,do hereby
authorize Prof/Dr/Mr./Mrs./Miss/MS.....bearing National
ID/Passport Number, to act on my behalf for the purpose
of collecting my document(s) as follows.

Documents for collection (Tick as appropriate)		
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	
6.	Any other document(specify)	

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 ID are attached for verification purposes. The proxy will also present his/her original ID for verification. I take full responsibility for this authorization.

Sincerely,

NAME.....KMLTTB REG No.....DATE.....SIGN.....

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

B. KMLTTB ISSUING OFFICER

	Full Name	ID.No	Signature of Proxy	DATE
1.				

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