KABETE NATIONAL POLYTECHNIC
QUALITY MANAGEMENT SYSTEM
P.O. BOX 29010 - 00625 Nairobi | Tel: +254 790 000 001 / +254 790 000033
Website: https://kabetepoly.ac.ke | Email: info@kabetepoly.ac.ke **KNP/MR/AM/TIRF/019**

TRAINEE IDENTIFICATION CARD REPLACEMENT FORM

FULL NAME:		**ADMISSION NUMBER**	
Course:		**Department:**	
Mobile Number:	**Email:**		
ID Number:	**Date requested**	**Date received**	**Trainee Signature**
REASON FOR REPLACEMENT (Tick appropriately)	**LOST ID** ☐	**EXPIRED ID** ☐	

NOTE: For a lost trainee ID card, attach a passport photo and a police abstract

a) For renewal of trainee ID card, attach a passport photo, the admission letter.
b) A fee of KSH. 500 shall be charged for renewal/ replacement of trainee ID card and it shall be paid to the stipulated paybill at the finance office.
c) Attach a stamped receipt indicating proof of payment for the ID renewal/replacement.

SECTION B: APPROVAL FOR REPLACEMENT

(This section should be filled in the order of appearance)

SECURITY IN CHARGE Name:	*Signature and stamp*
REGISTRAR ACADEMICS Name:	
FINANCE Name:	*Signature and stamp*
DEAN TRAINEE AFFAIRS Name:	*Signature and stamp*
REGISTRAR ADMINISTRATION Name:	*Signature and stamp*

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