



**KABETE NATIONAL POLYTECHNIC  
QUALITY MANAGEMENT SYSTEM**

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**TRAINEE IDENTIFICATION CARD REPLACEMENT FORM**

|                                                                                                                         |                       |                         |                          |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------|--------------------------|
| <b>FULL NAME:</b>                                                                                                       |                       | <b>ADMISSION NUMBER</b> |                          |
| <b>Course:</b>                                                                                                          |                       | <b>Department:</b>      |                          |
| <b>Mobile Number:</b>                                                                                                   |                       | <b>Email:</b>           |                          |
| <b>ID Number:</b>                                                                                                       | <b>Date requested</b> | <b>Date received</b>    | <b>Trainee Signature</b> |
| <b>REASON FOR REPLACEMENT (Tick appropriately)</b> LOST ID <input type="checkbox"/> EXPIRED ID <input type="checkbox"/> |                       |                         |                          |

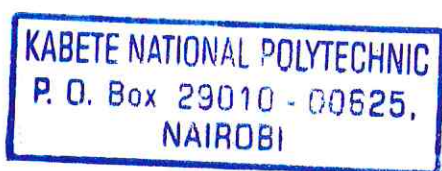
**NOTE:** For a lost trainee ID card, attach a passport photo and a police abstract

- For renewal of trainee ID card, attach a passport photo, the admission letter.
- 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.
- 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)*

|                                          |                            |
|------------------------------------------|----------------------------|
| <b>SECURITY IN CHARGE</b><br>Name:       | <i>Signature and stamp</i> |
| <b>REGISTRAR ACADEMICS</b><br>Name:      |                            |
| <b>FINANCE</b><br>Name:                  | <i>Signature and stamp</i> |
| <b>DEAN TRAINEE AFFAIRS</b><br>Name:     | <i>Signature and stamp</i> |
| <b>REGISTRAR ADMINISTRATION</b><br>Name: | <i>Signature and stamp</i> |



KNP is ISO 9001:2015 Certified

