



THIKA TECHNICAL TRAINING INSTITUTE

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ACCESS ID CARD REPLACEMENT PROCESS

- i. Write a letter to the HOD requesting for replacement of the access card, attach the card replacement request form and have it stamped and signed by the HOD.
- ii. For burglary or robbery linked cases, attach a police abstract/OB
- iii. Take the form to the Security Office for stamping and signing.
- iv. Take the form to the Dean of Student to have it stamped and signed
- v. Take the card replacement form and attached documents and submit for payment of **KES. 500**, to the finance office, and get issued with an official receipt of the payment clearly indicating it is for card replacement.
- vi. Attach the official receipt and all the other documents to the card replacement request form and submit the same to the biometric office for replacement