



KENYA VETERINARY BOARD
SERVICE CHARTER

Preamble: The Kenya Veterinary Board is committed to upholding Veterinary Standards

Services Offered	Requirement(s)	Charges	Time Frame
1 Response to client enquiries	Cooperation from client	Free	Within two (2) days
2 Processing registration certificates	Relevant Application Form and attachments	Veterinary Surgeons : Ksh. 4,000 Veterinary Technologists: Ksh. 2,000 Veterinary Technicians: Ksh. 1,000	Within seven (7) days after the Board's approval
3 Annual Retention of names in the Register(s)	Verified Form [27]	Veterinary Surgeons : Ksh. 4,000 Veterinary Technologists: Ksh. 2,000 Veterinary Technicians: Ksh. 1,000	Payment by December 31st for Subsequent Year
4 Annual Gazettment of registered Veterinary Professionals	Verification of Names in Register(s)	Free	By 31st March of every year
5 Issuance of KVB Identification card	Payment of Retention fee	Free	Within one (1) Hour
6 Inspection and issuance of a licence to Veterinary private practices and NGOs for Registration	Submission of application form Payment of inspection fee	Ambulatory Services : Ksh. 5,000 Veterinary Clinics : Ksh. 50,000 Veterinary Hospitals : Ksh. 100,000 Veterinary Laboratories : Ksh. 10,000 Non-Governmental Organizations : Ksh. 100,000	Within two (2) months after application
7 Annual Re-inspection of Veterinary Practices, NGOs and issuance of licence	Submission of relevant forms Payment of inspection fee	Ambulatory Services : Ksh. 5,000 Veterinary Clinics : Ksh. 15,000 Veterinary Hospitals : Ksh. 30,000 Veterinary Laboratories : Ksh. 10,000 Non-Governmental Organizations : Ksh. 30,000	Immediately after Inspection and approval
8 Annual Practice Licence (Professionals)	Submission of a relevant form Name of facility Payment of fee	Veterinary Surgeon: Ksh. 8,000 Veterinary Paraprofessionals : Ksh. 3,000	Within five (5) days
9 Inspection for approval of Animal Health Training Institutions [Every five years]	Application Form [38] Payment of application fee	Application fee - 1000 Inspection fee - University : Ksh. 750,000	Within one (1) month
	Payment of inspection fee	Inspection fee -Other training institutions : Ksh. 500,000	
10 Accreditation of CPD providers	Application Form [28]	Ksh. 1,000	Within one (1) month
11 Registration of CPD activities	Application Form [30]	Free	Within six (6) weeks
12 Evaluation of Registered CPD activities	Approved CPD programme	Free	As per scheduled CPD events
13 Allocation and publishing of CPD points	Attendance of approved CPD activities Payment of supervision fee	10% of the registration fee	Within two (2) weeks after submission of supervision fee
13 Indexing of students in Animal Health Training Institutions	Application Form [39a]	Free	Within two (2) weeks after receiving the indexing Form [39b]
14 Registration of Veterinary Interns	Application Form [40]	Veterinary Surgeon : Ksh. 1000 Veterinary Paraprofessionals : Ksh 500	Immediately after Board approval
15 Resolution of Complaints	Formal complaint	Free	Within thirty (30) days

Incase of any inquiries, complaint and suggestions reach us on Kenya Veterinary Board, P. O box 513 - 00605, Nairobi or call 0722 305 253 or email info@kenyavetboard.org