



Letter of Authorization Instruction Guide

Our Letter of Authorization is essentially a 'power of attorney' providing us with proper permission to represent you at the US Department of State's Passport Agency. This form must be filled out correctly in accordance with our instructions. If the form is filled out incorrectly, it will delay the issuance of your passport.

Instructions for filling out our Letter of Authorization:

- Handwrite all fields in blue ink.
- Write the applicant's full name on the name line (last name, first name, middle name)
- Write today's date on the date line (MM/DD/YYYY)
- Check off the top two boxes / bubbles.
- Sign at the bottom on the signature line
 - If the applicant is a child under the age of 16, one parent must sign.
- Write '**Passports and Visas**' on the courier company name line
- Please complete this form twice.

Below you will find a blank Letter of Authorization to be filled out by the applicant. A sample Letter of Authorization is also included for your reference.

PASSPORTS AND VISAS

7878 Roswell Rd, Atlanta, GA 30350 1-800-860-8610

Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check **all** that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- I do not authorize the passport agency to disclose to the company listed below any requests for the further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

Applicant Information

(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)

Applicant Name: _____
(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: _____

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)

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Please check **all** that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from the passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise in connection with my passport application, and I authorize the company to respond to such requests under my authorization.
- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

Applicant Information

(Note: The information below may **ONLY** be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)

Applicant Name: DOE, JOHN, MICHAEL
(Last Name, First Name, Middle Name)

Applicant Phone No: 305-264-5933 Date: 01/01/2016
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: PASSPORTS AND VISAS

Applicant Signature: John Doe
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)