

# Letter of Authorization to Pick-up Passport

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Passport Office or Embassy Name]

[Office Address]

[City, State, ZIP Code]

Subject: Authorization to Collect Passport

Dear [Recipient's Name],

I, [Your Full Name], holder of passport number [Your Passport Number], hereby authorize [Authorized Person's Full Name], whose identification details are as follows:

- Full Name: [Authorized Person's Full Name]
- Date of Birth: [Authorized Person's Date of Birth]
- Passport Number (if applicable): [Authorized Person's Passport Number]
- Government-issued ID Number: [Authorized Person's ID Number]
- Contact Number: [Authorized Person's Phone Number]

to collect my passport on my behalf. I am unable to personally collect my passport due to [mention the reason, such as travel, illness, or other commitments]. I trust that [Authorized Person's Full Name] will represent me adequately and complete all necessary formalities to obtain my passport.

Please find attached a photocopy of my passport, as well as a copy of my government-issued identification to verify my identity.

I request your cooperation in facilitating the release of my passport to [Authorized Person's Full Name]. I understand that I am responsible for any information provided and any actions taken by [Authorized Person's Full Name] in connection with the collection of my passport.

I kindly request that my passport be handed over to [Authorized Person's Full Name] after confirming their identity. I also request that any receipts or acknowledgments pertaining to this transaction be provided to them.

## Letter of Authorization to Pick-up Passport

I am thankful for your understanding and assistance in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if there are any further questions or requirements related to this authorization.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature]

Attachment: Copy of Passport, Copy of Government-issued ID (if applicable)