

# Passport Authorization Letter to Pick Up

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

**Passport Office**

[Passport Office Address]

[City, State, ZIP Code]

Subject: Authorization to Collect Passport on My Behalf

Dear Sir/Madam,

I, [Your Full Name], holder of Passport Number [Your Passport Number], issued on [Date of Issue] at [Place of Issue], hereby authorize [Authorized Person's Full Name], whose identification number is [Authorized Person's ID Number], to collect my passport on my behalf.

I am unable to collect my passport in person due to [reason for inability to collect passport]. I give full consent for [Authorized Person's Full Name] to act in all matters relating to the collection of my passport, including signing any documents required on my behalf at the time of collection.

Please find enclosed a copy of my identification document ([specify the document, e.g., national ID card, driver's license]) and a copy of [Authorized Person's Full Name]'s identification for your verification purposes.

This authorization is valid only for the purpose stated above and will expire on [Date], unless explicitly extended or revoked in writing.

Should you require any further information or clarification, please do not hesitate to contact me at [Your Contact Number] or [Your Email Address].

Thank you for your attention to this matter.

**Sincerely,**

**[Your Signature]**

**[Your Printed Name]**