

# Notarized Authorization Letter for Passport Collection

Date: [Insert Date]

To,  
The Passport Officer  
[Passport Office Name]  
[Passport Office Address]

Subject: **Authorization to Collect Passport**

Dear Sir/Madam,

I, **[Your Full Name]**, holder of passport application/reference number **[Application/Reference Number]**, hereby authorize **[Authorized Person's Full Name]**, holding government-issued ID number **[Authorized Person's ID Number]**, to collect my passport from your office on my behalf.

## Details of Authorizer:

- Name: [Your Full Name]
- Address: [Your Complete Address]
- Contact Number: [Your Contact Number]
- ID Number: [Your Government-Issued ID Number]

## Details of Authorized Person:

- Name: [Authorized Person's Full Name]
- Address: [Authorized Person's Address]
- Contact Number: [Authorized Person's Contact Number]
- ID Number: [Authorized Person's Government-Issued ID Number]

I am unable to collect my passport due to [state reason, e.g., medical reasons/travel commitments/other valid reason]. I confirm that I have entrusted the above-named individual to receive my passport and sign any necessary documents regarding the collection on my behalf.

Please provide any assistance required to facilitate this process. Attached are copies of my identification proof and the authorized person's identification for your reference.

Thank you for your attention and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

## Notary Public Section

Subscribed and sworn to before me on this [date] at [location], the contents of this authorization letter having been personally affirmed by the principal, whose identity and signatures were duly verified.

Notary Public Signature & Seal:

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Name: [Notary Name]

Commission No: [Commission Number]

Date: [Date]

**Attachments:**

- Photocopy of Passport Applicant's Government ID
- Photocopy of Authorized Person's Government ID
- Passport Application Receipt (if any)