

## General Instructions

- ❖ Each applicant must supply a separate Letter of Authorization.
- ❖ All fields are required. Original signature is required.
- ❖ *New or lost passport services only*: please enclose an additional copy of the Letter of Authorization outside of the envelope sealed by the Acceptance Agent.

### Special Instructions When Applying for Minors

If you are a parent or a legal guardian applying on behalf of a minor you must sign the letter as follows:

1. Write the child's name in the "Name" field of the letter.
2. Fill out the rest of the fields: the child's date and place of birth, etc.
3. Next to the signature line write the words: "Father:", "Mother:", or "Legal Guardian:", and sign accordingly.

Please refer to our website <http://www.VisaHQ.com/passport.php> for additional information. Do not hesitate to call or write if you have any questions or need additional assistance.

Toll-free telephone: 1-800-345-6541

Email: [info@visahq.com](mailto:info@visahq.com)

# VISAHQ.COM

## Client's Letter of Authorization

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name: \_\_\_\_\_  
(Last, First, Middle)

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

I authorize **VisaHQ.com** to submit my passport application to the U.S. Passport Agency and accept delivery of the passport on my behalf.

Under the provisions of the Privacy Act of 1974 (Public Law 93-579), no information may be released from the U.S. Government files without the prior written consent of the individual in question. Consequently, an employee of the U.S. Passport Agency cannot discuss the details of your passport application with the courier services without your permission.

### **Please check all that apply:**

\_\_\_\_\_ I authorize the U.S. Passport Agency to discuss any problems that may arise with my passport application with the courier service identified above.

\_\_\_\_\_ I want the U.S. Passport Agency to contact me directly should a problem arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up.

\_\_\_\_\_  
Signature