

INSTRUCTIONS

- Please write your full name in the first line of the letter.
Example: "I, First name Last name, authorize..."
- Please sign the letter and fill out the rest of the fields

NOTE: Each applicant must supply a separate Letter of Authorization

INSTRUCTIONS 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 first line of the letter.
2. To the right of the signature line write the words:
"Father:", "Mother:", or "Legal Guardian:", and sign accordingly.
3. Fill out the rest of the fields: the child's date and place of birth, etc.

Please refer to our website for additional information. Do not hesitate to call or write if you have any questions or need additional assistance.

Toll-free telephone: 800-345-6541

LETTER OF AUTHORIZATION

Dear Passport Agent,

I, _____ authorize

JHEG Passports to submit my application to US Passport Agency, to pickup my completed passport, and to discuss all matters with the Department of State pertaining to the processing of my passport application and issuance of my passport.

Signature: _____

Date of Birth: _____ / _____ / _____

Place of Birth: _____

Date of Departure: _____ / _____ / _____

Applicant's day phone: _____

Applicant's home phone: _____