

Letter of Authorization Instructions

Thank you for trusting Fastport Passport with your expedited passport processing. In order to process your passport, the U.S. Passport Agency requires the applicant to complete our registered courier authorization letter. **If you do not follow these instructions, your passport application will be rejected and delayed!**

IMPORTANT: PLEASE READ ALL INSTRUCTIONS

STEP 1

- Print Letter of Authorization (attached below)

STEP 2

- Fill in the authorization letters by hand using blue or black ink only.
- Check off the first two boxes authorizing us to drop off and pick up the applicant's passport.
- DO NOT CHECK OFF ALL THREE BOXES.
- Complete all the applicant's personal information.

STEP 3

- Hand Write *Fastport Passport* as the Courier Company Name

STEP 4

- Applicant MUST sign all Letter of Authorization. The signature must match all passport application documents.

Please refer back to the Instructional Checklist upon the completion of these forms. If you have any questions please contact our office 877-910-7277 or email support@fastportpassport.com

www.fastportpassport.com/instructions

FASTPORT PASSPORT

1318 CONEY ISLAND AVENUE BROOKLYN, NY 11230

877-910-7277

Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check **all** that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

Applicant Information

(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)

Applicant Name: _____

(Last Name, First Name, Middle Name)

Applicant Phone No: _____
(Area Code-XXX-XXXX)

Date: _____
(MM/DD/YYYY)

Courier Company Name: _____

Applicant Signature: _____

(If the applicant is under the age of 16, a parent, legal guardian, or person legally acting in loco parentis must sign)