**AUTHORIZATION LETTER**

**(To claim passport)**

**To whom it may concern:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*applicant's name*), Filipino, presently residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*address*), hereby authorize Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of representative*), my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*brother/sister/father/mother/spouse/son/daughter*), presently residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*address of representative*) to collect my passport in my absence at the Philippine Embassy in Beijing.

I cannot personally collect my passport for the following reason/s:

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Attached, for cancellation and reference, is my original passport.

Further, attached are photocopies of my passport and the passport of my representative.

For your kind consideration.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SIGNATURE OVER PRINTED NAME OF APPLICANT