

AUTHORIZATION LETTER TO CLAIM PASSPORT

Department of Foreign Affairs — Republic of the Philippines

Date: _____

The Releasing Officer
Department of Foreign Affairs
Office of Consular Affairs

Dear Sir/Madam,

I, _____, the owner of the passport subject of this letter, hereby authorize my _____ (state relationship), _____, to personally claim my Philippine passport on my behalf.

My DFA official receipt number is _____. I am unable to personally appear on the scheduled release date because _____.

Attached to this letter is a photocopy of my valid government-issued identification card (_____, ID No. _____) for verification purposes. My authorized representative will likewise present his/her own valid government-issued identification card upon claiming.

I trust that this matter will be given your kind attention. Thank you very much.

Respectfully yours,

Signature over Printed Name of Passport Owner

Contact Number: _____

Home Address: _____
