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## Authorization letter to pick up passport from embassy of india

The following documents need to be presented for passport collection (with your visa) after your U.S. visa is approved in India: Self Pick Up: Your original (not a photocopy) Indian government-issued photo ID Representative Collecting the Passport on Your Behalf, Even in the Case of Family Members Original government-issued photo ID of the representative and one copy Photocopy of the applicant's Indian government-issued photo ID Original authorization letter signed by the applicant, authorizing the representative to collect the passport. Requirements for a Minor Child Below the Age of 18 Years: A photocopy of the applicant's Indian government-issued photo ID, Birth certificate or school ID card is acceptable. Representative's original Indian government-issued photo ID and 1 photocopy An original, signed authorization letter from either of the applicant's parents A photocopy of the Indian government-issued photo ID of the parent who signed the applicant's letter of authority Applicant / Representative Collecting for Group/Family A photo of applicant's Indian government-issued photo ID Representative's original Indian government-issued photo ID and 1 photocopy per applicant. Original authorization letter - A single authorization letter with the required information of all of the applicants will be accepted. For the security of your passports, they can not be delivered if all of the above documents are not produced. You must also sign for all documents handed over to you by the courier.

Original authorization letter must contain the following information: Each applicant's name and passport number Original signature of each applicant Full name of the representative as mentioned on his/her Indian government-issued photo ID Sample Authorization Letter The Indian government-issued photo ID can be the biographic information page of the passport, a voter ID, PAN Card, a driver's license, or an Aadhar card. An employment ID card from an Indian government job, senior citizen card, etc. are not acceptable. A copy of your appointment letter along with the above supporting documents is preferred Children below the age of 18 years can not pick up their own passport. Either any one parent can collect on behalf of their child as per the requirements above, or any one parent can authorize a representative by following the requirements listed above. If you don't collect the passports within 14 calendar days from the Visa Application Center or within 7 working days from Blue Dart location, it will be returned to the respective US Embassy/Consulate, and you will need to pick it up directly from the US Embassy/Consulate, according to the following schedule: You must visit the Embassy or Consulate on Tuesday only. **winatue** An appointment is not required. Hyderabad, Chennai, and Kolkata 2:00 PM to 3:00 PM Mumbai and New Delhi Nonimmigrant visa and immigrant visa 2:00 PM to 3:00 PM You will need the original Indian government-issued ID to pick up the passport. In case of a representative, they should carry an original, signed authority letter from the applicant with the representative's original Indian government-issued ID. Share this article: Facebook X LinkedIn Email To, The \_\_\_\_\_ (Concerned Authority), \_\_\_\_\_ (Embassy Name), \_\_\_\_\_ (Address) Date: / / (Date) Subject: Authorization for passport collection Respected Sir/Madam, I am \_\_\_\_\_ (Name) and I am writing this letter to authorize \_\_\_\_\_ (Name of the authorized person) to collect my passport from \_\_\_\_\_ (Embassy Name and Address). Due to the reason \_\_\_\_\_ (unavailability/ not well/ out of time/ busy schedule/ any other), I will not be able to collect the passport on the given date i.e. / / (Date). The information about my passport is mentioned below: Name as on Passport/Passport Number I am attaching a copy of Photo-ID along with this letter for your reference. For any queries, you may contact me at \_\_\_\_\_ (Contact Number). Regards, \_\_\_\_\_ (Signature), \_\_\_\_\_ (Name), \_\_\_\_\_ (Contact Number) Incoming Search Terms: sample letter of authorization to collect the passport from the visa center letter for authorization to collect the passport on behalf of the embassy In certain circumstances, you may find yourself in a situation where you have applied for a passport, but due to subsequent commitments, you are unable to personally collect the passport once it becomes available. To address this, the relevant authorities permit the appointment of a representative to collect the passport on your behalf. However, this delegation of authority requires a formal authorization letter, serving as a contractual agreement between you (referred to as the principal) and the designated representative (referred to as the agent) Primarily, an authorization letter outlines the personal details of both you and your agent, a statement authorizing the representative to pick up the passport on your behalf, and your signatures to indicate that you both reached an agreement. The process of executing an authorization letter for passport collection involves the engagement of three parties, namely: Passport holder: You, as the official owner of the passport, initiate the process by submitting an application for a passport. Government representatives: The government agencies responsible for receiving and processing passport applications play a crucial role in validating the authenticity of the authorization. They ensure that the principal's request to delegate passport collection is legitimate and compliant with established protocols. Designated representative: The individual who is granted the authority to collect the passport on behalf of the principal. This agent acts in a fiduciary capacity and is empowered to complete the collection process. In the subsequent sections, we will delve deeper into the essential components of an authorization letter for passport collection, offering insights into formatting a comprehensive and effective document that aligns with relevant regulations and requirements.

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**Authorization Letter**  
For Collection of Passport and/or Travel Documents from the  
VFS Tasheel International Visa Services Center

**TO WHOMSOEVER IT MAY CONCERN**

I, Mr./Miss/Mrs. \_\_\_\_\_ (Applicant Name), with Enjaz No. \_\_\_\_\_, hereby authorize Mr./Miss/Mrs. \_\_\_\_\_ (Authorized Representative Name), having the identification proof as mentioned below, to collect my passport and/or travel documents from the VFS Tasheel International Visa Services Center.

Mr./Miss/Mrs. \_\_\_\_\_ (Authorized Representative Name) will carry along with him/her, the below documents for collection of my passport:

- Original Invoice Cum Receipt (ICR) provided by the Visa Services Center during visa application submission
- Original, Signed Copy of this Authorization Letter
- Original Photo and Signature Identification Proof with the below details:
  - Identification Proof Type (Only Government Issued Photo and Signature Identity Card): \_\_\_\_\_
  - Identification Proof Document/ Card Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Authorized Representative Name: \_\_\_\_\_

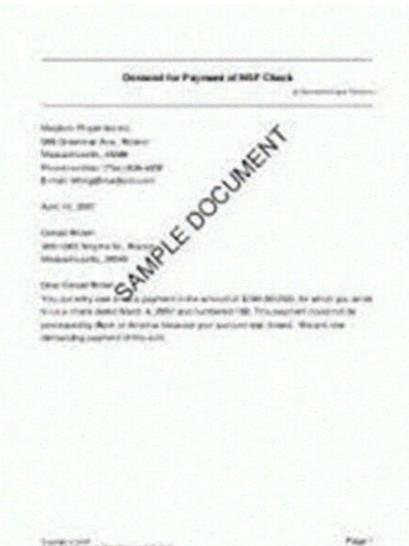
Applicant Signature: \_\_\_\_\_ Authorized Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:**

- For security purposes, an identity check will be conducted at the VFS Tasheel Visa Services Center with the above mentioned identification proof.
- This authorization letter is applicable for collection of the passport and/or documents only of the Applicant Name and Enjaz No. combination mentioned above.
- In case you have applied as a Family or Group, kindly fill in the authorization letter for each member of the Family or Group.
- The Applicant signature on the Authorization Letter should be the same as available on the Invoice Cum Receipt.
- The Authorized Representative should carry the proof of identity as mentioned in this Authorization Letter.
- The Authorized Representative signature should be the same as available in the Identity Proof document mentioned above.

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Kính gửi: Công ty TNHH MTV Mạo hiểm KT  
To: KT Adventure Co., Ltd

Trả lời công văn số 627 ngày 11 tháng 12 năm 2013 của Công ty về việc đề nghị giải quyết  
cho 2 khách nhập cảnh Việt Nam để du lịch. Cục Quản lý xuất nhập cảnh có ý kiến như  
sau:

In regard to your letter of 11 Dec 2013, numbered 627, requesting permission for 2 people to enter  
and exit Vietnam for the purpose of tourism, the Immigration Department responds as follows:

\* 2 khách được nhập cảnh Việt Nam một lần từ ngày 10/02/2014 đến ngày 10/03/2014;  
The 2 people are permitted to enter and exit Vietnam one time from 10/02/2014 to 10/03/2014;

Số	Họ và tên	Nghề nghiệp	Số hộ chiếu
1-	THI TRANG	Doanh nhân	06/10/1958
2-	DUANHAI KANH HALAI	United Kingdom	06/08/1955
	KANH VALJI HALAI	United Kingdom	06/08/1955

\* Những khách trên được nhận thị thực tại sân bay quốc tế.

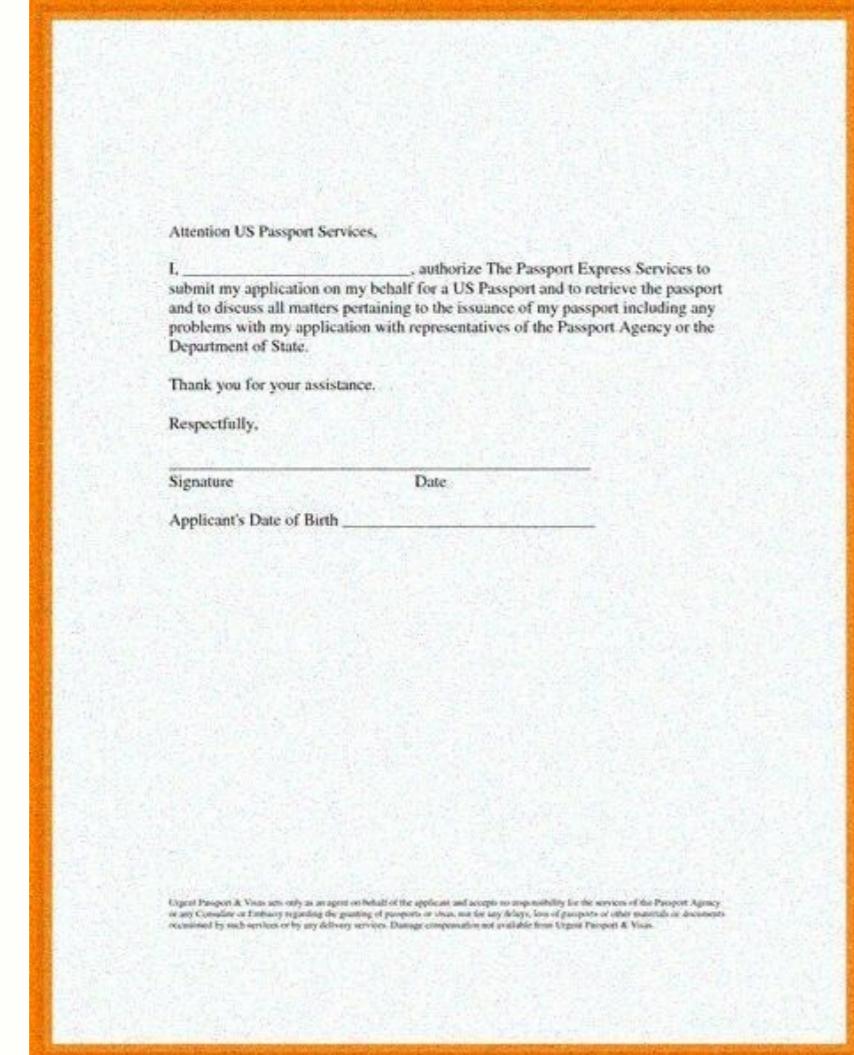
And to pick up visa upon arrival at International Airports.

Nơi nhận (Copies to):  
- CÁC SÂN BAY QUỐC TẾ  
(Immigration Checking - Point at  
International Airports;  
- Lodic (filing XNC2P).

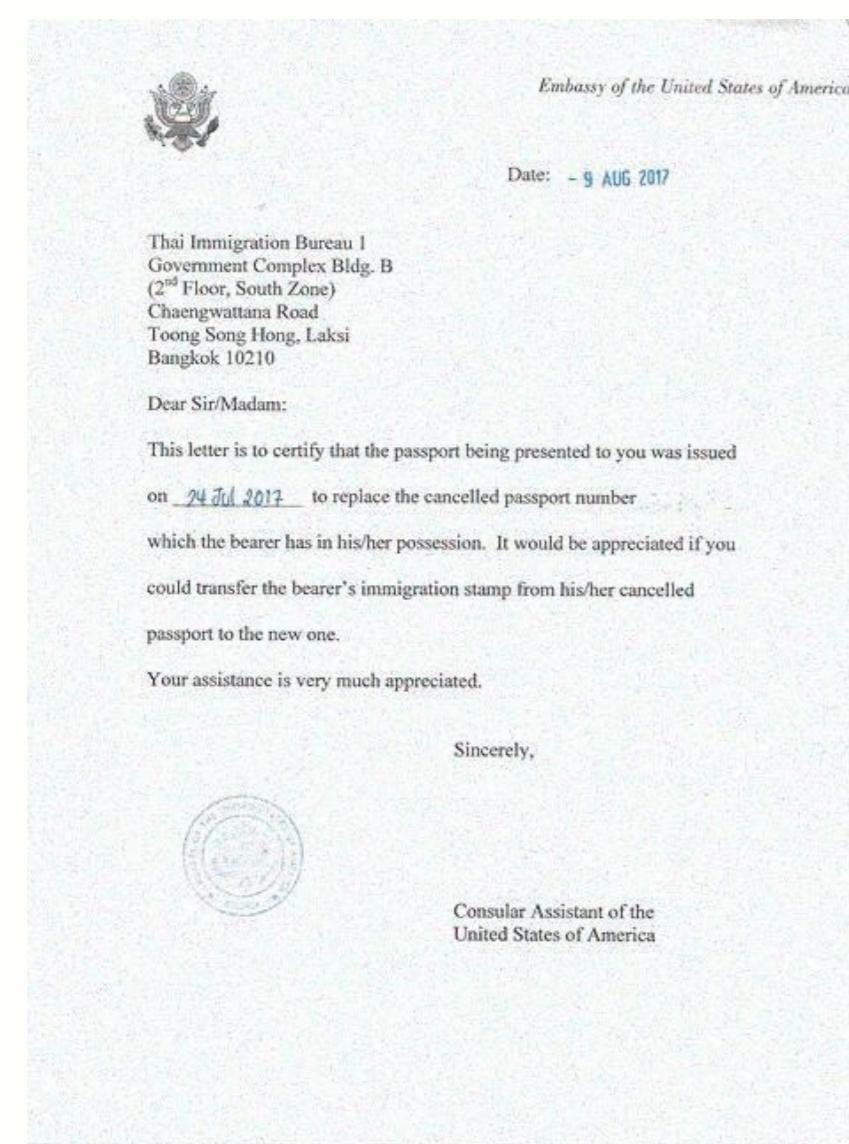


Lê Thành Hùng

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Your city, state, and zip code should be appropriately placed on the third line. These lines should be single-spaced to conserve space and maintain the letter's overall structure. For example: John Smith 123 Main Street Anytown, CA 12345 Leave one line after your personal information and indicate the date of writing in full. This timestamp not only marks the letter's composition but also contributes to its professional presentation. For example: Next, include details of the recipient's name, street address, city, state, zip code, contact information, and any other pertinent details. For example: Ms. Jane Doe Passport Issuance Office 456 Government Avenue Cityville, CA 67890 Phone: (555) 555-5555 Email: jane.doe@example.com Once the recipient's details are outlined, introduce a formal salutation to address the letter appropriately. Begin with phrases like "Dear Sir/Madam" or use the specific name of the authorized personnel if available. This salutation sets a respectful and courteous tone for the remainder of the letter. Now it is time to grant your agent permission to pick up your passport. The authorization should be a concise and clear statement conveying your consent for the agent to act on your behalf. When crafting the statement, be sure to provide the personal details of the representative. Some states even require that you provide details of the agent's company. For example: I, John Smith, hereby grant authorization to Ms. Mary Johnson of Johnson Travel Services to collect my passport on my behalf. Ms. Mary Johnson is authorized to act as my representative for the purpose of collecting my passport. Some states even require that you provide details of the agent's company. For example: I, John Smith, hereby grant authorization to Ms. Mary Johnson of Johnson Travel Services to collect my passport on my behalf. 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They ensure that the principal's request to delegate passport collection is legitimate and compliant with established protocols. Designated representative: The individual who is granted the authority to collect the passport on behalf of the principal. This agent acts in a fiduciary capacity and is empowered to complete the collection process. In the subsequent sections, we will delve deeper into the essential components of an authorization letter for passport collection, offering insights into formulating a comprehensive and effective document that aligns with relevant regulations and requirements. Crafting an authorization letter to collect your passport demands a formal structure while maintaining conciseness and clarity. To create a well-constructed and impactful letter, follow the formatting guidelines below: Begin by providing your personal details in a standardized manner. Your name should be on the first line, followed by your street information on the second line. Your city, state, and zip code should be appropriately placed on the third line. These lines should be single-spaced to conserve space and maintain the letter's overall structure. For example: John Smith 123 Main Street Anytown, CA 12345 Leave one line after your personal information and indicate the date of writing in full. This timestamp not only marks the letter's composition but also contributes to its professional presentation. For example: Next, include details of the recipient's name, street address, city, state, zip code, contact information, and any other pertinent details. For example: Ms. Jane Doe Passport Issuance Office 456 Government Avenue Cityville, CA 67890 Phone: (555) 555-5555 Email: jane.doe@example.com Once the recipient's details are outlined, introduce a formal salutation to address the letter appropriately. Begin with phrases like "Dear Sir/Madam" or use the specific name of the authorized personnel if available. This salutation sets a respectful and courteous tone for the remainder of the letter. Now it is time to grant your agent permission to pick up your passport. The authorization should be a concise and clear statement conveying your consent for the agent to act on your behalf. When crafting the statement, be sure to provide the personal details of the representative. Some states even require that you provide details of the agent's company. For example: I, John Smith, hereby grant authorization to Ms. Mary Johnson of Johnson Travel Services to collect my passport on my behalf. Ms. Mary Johnson is authorized to act as my representative for the purpose of collecting my passport. It is imperative to differentiate between the date of authorization and the date of writing. Specify the exact date or a range of dates during which you intend for the authorities to release your passport to the agent. For example: This authorization is effective from August 15, 2023 to August 30, 2023. Elaborate on the reasons compelling you to delegate the passport collection. Your explanation may cover various valid grounds, such as medical incapacity, professional commitments, or being geographically distant from the issuance location. For instance, you can write: I am currently out of the state on a business trip and, therefore, unable to collect my passport in person. Conclude the letter by appending your signature, signifying your authorship and commitment to the content. Enhance the letter's professional tone with a formal signoff, such as "Sincerely". Additionally, use blue or black ink for your signature and provide your printed full name alongside it. For example: Sincerely, [Your Signature] John Smith Following are templates of authorization letter to collect passport: Crafting an authorization letter to collect passport: Crafting an authorization letter that displays "Professionalism" and "Clarity" is crucial for a successful outcome. To enhance the quality and impact of your authorization letter, consider the following tips: Ensure that your letter is typewritten. A handwritten letter can compromise professionalism and can give the reading party a hard time when going through it. Ensure that your letter is clear and concise, using simple words and avoiding jargon. Start with your personal information (name, full address), the date of writing, the recipient information (name and full address), and a formal salutation. Use a clear and distinct font. Offer precise and distinct information to ensure the recipient comprehends your intentions accurately. After drafting the letter, carefully review it to spot any spelling or grammatical mistakes. Check for and consider reading the letter aloud to guarantee its readiness for submission.

When utilizing the services of an outside service or party other than yourself to pick up a passport on your behalf, they must have a letter of authorization. This page will take you through all you need to know. If you've got a big international trip coming up and suddenly realize that your passport or other important travel documents are not in order, don't worry - you have a number of options available to you. You can always expedite your passport application with a courier or related service, for example, which will have your document in your hand in as little as 4 to 5 weeks, depending on the area of the country where you live. If you choose to go this route, however, there are a number of important things in mind. For starters, you will also have to submit a letter of authorization in order to allow your expedited passport processing service to pick up your passports when ready successfully. Submitting a Letter of Authorization Complete the following steps in order to submit your letter of authorization along with your expedited passport application: Use may use your Web browser to print two separate copies of the Passport Processing Authorization Letter from the official website. You will need to complete both copies fully. When filling out the letter, you will need to check off all of the required boxes relevant to your travel plans and also provide the name of the courier company you plan on using at the bottom of the letter. Or, You may use the sample provided below. When filling out the letter of authorization, always do so by hand using blue or black ink. Do not leave any of the fields blank or it could delay your application's processing. When you're finished filling out the documents, be sure to sign your name at the bottom. Always ensure that your signature appears the same on all of the documents you're submitting. If you sign your name differently on each copy, it could delay your application's processing. Make sure that you check only the first two boxes on your letter of authorization. The intention of the letter of authorization is to allow your courier service to discuss your passport application with the Department of State. If you check off all three boxes on the form, it could delay your application. Once you've finished filling out the form, make sure that you place it safely and securely inside the envelope that you plan on giving to the representative from your courier service. The representative will take the letter of authorization, along with all other documents inside the envelope and submit them to the Department of State on your behalf. One copy of the authorization letter goes inside the envelope, while the other will go on the outside. This ensures that the acceptance agent has quick access to the letter so that they may begin looking through the documents inside your envelope and start processing your application right away. So long as you properly fill out the letter of authorization, submit the appropriate fees, and take care of other considerations, you will have your passport in hand in as little as one to two business days. If the letter is to be written a letter yourself, please keep in mind the following: The letter must state the name and/or Company name of the authorized party. State that the authorized party may pick up the passport on the applicant's behalf. State the name on the passport. State the passport number. The authorized party's phone number should be attached. The authorized party's signatures must be attested to. The letter must be dated. If more than one passport is being picked up (for example, a parent and children), then information must be completed for each individual. Sample Letter of Authorization To: The US Department of State, Passport Services To Whom It May Concern. This letter serves to authorize the bearer, Mr/Ms \_\_\_\_\_ to pick up my/our passports (Optional if for family and the passports of my family) (as indicated below) from Visa/Passport Collection Center on our/my behalf. Personal Information (Note: please duplicate this section for each person whose passport is being picked up.) Name on Passport: Passport Number Authorized by: (Your Name) (Printed or typed) Your Signature: Your Cell Phone Number: Authorized Person's Information (Authorized Person's Name: (Name-printed or typed) (Signatures) (Date) Note: By signing this authorization letter, I (your name) above (name of the issuing entity) of any responsibilities once the passports have been delivered and are in the possession of the person authorized to act on my/our behalf. Your Signature and the signatures of all parties whose passport is being picked up. Please attach to this form a copy of your National ID and a copy of the birth certificate of any children listed. 2. All applicants over 18 must sign this form and attach a copy of their National ID. Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Signed: \_\_\_\_\_