

# Help U Travel

347 5<sup>th</sup> Ave, suite 1212A, New York, NY 10016

## 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 USC52a). 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 a request for further documentation and/or information 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 request 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.

## Application Information

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

Application Name: \_\_\_\_\_

(Last Name, First Name, Middle Name)

Application Phone No: \_\_\_\_\_

(Area Code-XXX-XXXX)

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

(MM/DD/YYYY)

**Courier Company Name: Help U Travel 212-213-2100**

Application Signature: \_\_\_\_\_

(If the applicant is under the age of 16 the [aren't, legal guardian, or person acting in loco parentis must)