



AMBASSADOR PASSPORT AND VISA SERVICES, INC.,
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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 USC552a). 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 may arise in connection with my passport application, and I authorize the company to respond to such request 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 the date on which the passport will be ready for pick-up from the passport agency.

APPLICANT INFORMATION

Note: All of the information may only be filled out by the applicant, parent, legal guardian or person legally acting in loco parentis must sign

Applicant Name: _____
(Last Name, First Name, Middle Name)

Applicant Phone _____ Date: _____
(Area Code XXX-XXXX) (MM/DD/YYYY)

Courier company: **Ambassador Passport and Visa Services, Inc.**

Applicant Signature _____
(If Applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)

Statement of non-liability: Ambassador Passport and Visa Services, Inc. is not responsible for mistakes, delays, or decisions by the U.S. Government, Passport offices, consulates, embassies, travel agents, courier services, foreign governments, various records departments, as well as uncontrollable events such as force majeure and acts of God. I understand the passport office or visa office or any of the above agencies can delay or deny passport, visas, or other official documents. Ambassador Passport and visa Services, Inc. will not be held liable for any financial loss occurred by delay in the process. Regardless of the result, Ambassador Passport and Visa Inc. can collect its fees, once the service has been performed. By submitted this application, you agree to these terms.