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How to Complete Your Letter of Authorization

Letting Someone Handle a Specific Task for You

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR LETTER OF AUTHORIZATION.

About this form. A letter of authorization lets another person handle **one specific task** for you when you cannot be there — for example, picking up documents, collecting a package, obtaining records, or dropping off paperwork. It is simpler than a power of attorney and covers only what you write. Many offices accept it only if your signature is notarized.

1. **Address it to the right place**
   Write the name of the office, company, or person who will receive the letter, and any account or reference number.
2. **Fill in your details and the authorized person**
   Use full legal names. Include the type and last four digits of the authorized person's photo ID so the recipient can match it.
3. **Describe exactly what they may do**
   Be specific: "Pick up my renewed passport at the Sacramento Passport Agency." The person can do only what you list.
4. **Set the dates**
   Enter the dates the letter is valid, or write "one time only." Shorter is safer.
5. **Sign in front of a notary**
   You sign the letter; the authorized person may add a sample signature. Do **not** sign ahead of time. Bring a current government-issued photo ID. We come to your home, office, hospital, or care facility.
6. **Give it to the authorized person**
   They bring the original letter and their own photo ID when they complete the task.

Good to Know

- Some agencies (for example, the DMV, IRS, and banks) require their own authorization forms. Check first.
- For real estate, ongoing financial matters, or anything signed on your behalf, use a Limited or General Power of Attorney instead.
- If the letter will be used in another country, it may also need an apostille. First Choice provides apostille services.

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California-Commissioned Notaries

SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in California, Nevada, and other states. Phone and video consultations are available. **(916) 504-0529** · **www.gavrilovlaw.com**

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YOUR FORM BEGINS ON THE NEXT PAGE

LETTER OF AUTHORIZATION

Authorization for Another Person to Act on My Behalf

_____
(date)

To (organization, office, or person receiving this letter):

_____ _____
(name of organization or person) (address)

_____
Account, case, order, or reference number (if any)

I, the undersigned,

_____ _____ _____
(my full legal name) (my date of birth) (my phone)

_____
(my address, city, state, ZIP)

authorize

_____ _____ _____
(full name of authorized person) (relationship to me) (their phone)

_____
(type and last 4 digits of their photo ID, e.g., CA driver license ending 1234)

to do the following on my behalf only:

(for example: pick up my passport or documents; collect my mail or package; obtain copies of my records; sign for a delivery)

This authorization is valid

_____ _____
from (date) through (date) — or "one time only"

This letter authorizes only the specific actions described above and does not grant any other authority. The authorized person will present their own photo ID. Please contact me at the phone number above with any questions. I may revoke this authorization at any time in writing.

Person Giving Authorization

_____
(signature)

_____ _____
(printed name) (date)

Authorized Person (sample signature)

_____
(signature)

_____ _____
(printed name) (date)

The person giving authorization signs in front of the notary public, who will complete the acknowledgment on the next page. The authorized person's sample signature helps the recipient verify them.

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CERTIFICATE OF ACKNOWLEDGMENT

Notary acknowledgment of the signature on this Letter of Authorization.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

On _____ before me, _____

(here insert name and title of the officer)

personally appeared _____

, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Seal)

Signature _____