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How to Complete Your Florida Letter of Authorization

Letter of Authorization (Florida)

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. A **letter of authorization** lets someone handle a **specific, simple task** for you, such as picking up documents, a vehicle, or a package, or speaking to a company about your account. For legal or financial authority, use a limited power of attorney instead.

1. **Fill in the form**
   Enter your information, the authorized person's information, exactly what they may do, and the dates.
2. **Sign in front of a notary**
   Do not sign ahead of time. Bring a current, government-issued photo ID. The notary completes the acknowledgment.

After It's Signed

- Give the original to the authorized person, who should carry ID when using it.

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Have questions about this document? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**. Main headquarters: 2315 Capitol Avenue, Sacramento, CA 95816.

This form is provided as a free convenience. First Choice Mobile Notary & Apostille is not a law firm, and a notary public who is not an attorney cannot give legal advice or help you decide what to write on this form. These instructions are general information only and are not legal advice. If you have questions about your situation, consult a licensed Florida attorney. © 2026 First Choice Mobile Notary & Apostille. All rights reserved. This form may be filled in and printed for personal use; it may not be copied, altered, or redistributed for commercial purposes.

LETTER OF AUTHORIZATION

(Authority to Act on My Behalf)

My full name

Telephone

Date of birth (if required)

My address

I authorize the following person:

Name of authorized person

ID type and last four digits (optional)

to do the following on my behalf:

Describe the specific task, company or agency, and account or reference numbers

Valid from (date)

Valid until (date)

Please accept this letter and a copy of my identification as my authorization. You may contact me at the telephone number above to confirm.

Date

X

Signature

Printed name

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NOTARY ACKNOWLEDGMENT

State of

County of

The foregoing instrument was acknowledged before me by means of

physical presence or

online notarization,

this day of

month

year

by (name of person signing)

Personally Known OR

Produced Identification

Type of identification produced

X

Signature of Notary Public

(Notary seal)

Print, type, or stamp commissioned name of Notary Public

Commission number

Commission expires

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