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How to Complete a Nevada Letter of Authorization

Letting Someone Handle One Task for You

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

About this form. A letter of authorization lets another person handle one specific task, like picking up documents. It is simpler than a power of attorney.

1. **Address it**
   Organization and reference number.
2. **Fill in both people**
   Include the authorized person's ID.
3. **Describe exactly what they may do**
   Be specific.
4. **Set the dates**
   Shorter is safer.
5. **Give them the original**
   They bring their own ID.
6. **Sign before a Nevada notary**
   Do **not** sign ahead of time. Bring a current government-issued photo ID. Our Nevada-commissioned notaries come to you.

Good to Know

- Some agencies require their own forms.
- For bigger matters, use a Nevada power of attorney.
- Apostille available through the Nevada Secretary of State.

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Nevada-Commissioned Notaries

SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in Nevada, California, 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 to Act on My Behalf — Nevada

(date) To: (organization or person)

Reference / account no.

I, the undersigned,

(my name) (date of birth) (phone)

authorize

(authorized person) (relationship) (their phone)

(their photo ID type and last 4 digits)

to do only the following on my behalf:

(task, e.g., pick up my documents)

(continued)

valid from through (or “one time only”)

This letter grants no other authority. I may revoke it in writing at any time.

Dated: _____

(signature of person giving authorization) (authorized person — sample signature)

(printed name) (printed name)

Sign in front of the notary public, who will complete the acknowledgment on the next page.

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CERTIFICATE OF ACKNOWLEDGMENT

(Nevada Revised Statutes Section 240.166)

For use abroad, an apostille from the Nevada Secretary of State may be attached after notarization.

State of Nevada)

County of _____)

This instrument was acknowledged before me on _____ by

(date)

_____ .

(name(s) of person(s))

_____

(Signature of notarial officer)

_____

(Title and rank (optional))

(Seal, if any)

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