FIRST CHOICE
YOUR TRUSTED SERVICE

**First Choice Mobile Notary & Apostille**
**(866) 828-6856**
**Book an Appointment Online**
www.firstchoicenotary.com

# How to Complete Your New York Letter of Authorization

Letter of Authorization — New York

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

**About this form.** A Letter of Authorization lets someone **handle one specific task** for you, such as picking up documents, speaking with a utility, or collecting a package. For broader authority, use a New York Limited Power of Attorney.

1. **Fill in your information**
   Enter your full legal name and address exactly as they appear on your photo ID.

2. **Complete each statement**
   Read every statement carefully and fill in the blanks. Every statement must be true and complete.

3. **Sign in front of a notary**
   Do **not** sign ahead of time. Bring a current government-issued photo ID. The notary will confirm your identity and complete the acknowledgment. **First Choice notaries come to you**, and we offer New York, out-of-state and remote options.

## After It's Signed

- Keep a copy for your records and give the original to the person or agency that requested it.

**Need a Notary? We Come to You.**

Homes • Hospitals • Care Facilities • Offices
Mobile Notary, Witness & Apostille Services

**New York-Commissioned Notaries • Serving New York**

Call us anytime
**(866) 828-6856**
**Book an Appointment Online**
**www.firstchoicenotary.com**

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

This form is provided as a free convenience. First Choice Mobile Notary & Apostille is not a law firm, and a notary public 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 New York attorney.

© 2026 First Choice Mobile Notary & Apostille. Free for personal use. Do not remove this notice or redistribute without permission.

# LETTER OF AUTHORIZATION

New York — Authorization to Act on My Behalf

I, _____, residing at _____,

authorize _____, ID / license no. _____,

to act on my behalf with _____

*name of company, agency or office*

for the following purpose only:

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

This authorization is valid from _____ to _____, unless I revoke it in writing sooner.

A copy of this letter may be relied on as an original. This letter is not a power of attorney and does not authorize the person named above to act for me in any other matter.

Signature _____ Date _____

Printed name _____ Telephone / email (optional) _____



© 2026 First Choice Mobile Notary & Apostille. Free for personal use. Do not remove this notice or redistribute without permission.

© 2026 First Choice Mobile Notary & Apostille • Serving New York • (866) 828-6856 | www.firstchoicenotary.com

## ACKNOWLEDGMENT IN NEW YORK (Real Property Law § 309-a)

State of New York )
) ss.:
County of _____ )

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(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 capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

_____

Signature and office of individual taking acknowledgment

Notary Public, State of New York; Qualified in _____ County

Registration No. _____; Commission Expires _____

(Notary stamp)

## ACKNOWLEDGMENT OUTSIDE NEW YORK (Real Property Law § 309-b)

Use this certificate instead of the New York certificate if the document is signed outside New York State.

State (or District / Country) of _____ )
) ss.:
County of _____ )

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(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 capacity(ies), that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument, and that such individual made such appearance before the undersigned in _____.

*insert the city or other political subdivision and the state or country or other place the acknowledgment was taken*

_____

Signature and office of individual taking acknowledgment

(Notary seal or stamp)



© 2026 First Choice Mobile Notary & Apostille. Free for personal use. Do not remove this notice or redistribute without permission.

© 2026 First Choice Mobile Notary & Apostille • Serving New York • (866) 828-6856 | www.firstchoicenotary.com