

# Philadelphia Passport Processing Authorization Letter

U.S. Department of State  
Philadelphia Passport Agency

I, \_\_\_\_\_ hereby give my authorization to  
**'PhiladelphiaPassports.com'** and it's agents and/or employees to act on my behalf regarding  
the processing of my passport. I further authorize **PhiladelphiaPassports.com'** to submit my  
application and collect my completed Passport result as well as discuss my application with a  
passport agency official should the need arise.

Applicant's Birth Date \_\_\_\_\_

Departure Date \_\_\_\_\_ Destination \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Parents signature \_\_\_\_\_ Date \_\_\_\_\_  
(if applicant is under 16)

★ FOR NEW ADULT, CHILD or LOST or STOLEN PASSPORT APPLICATIONS...

We must have an extra copy of (1) this letter, our (2) Order Form and (3) a copy of your Evidence of Travel  
on the OUTSIDE of the SEALED ENVELOPE gotten from the 'Acceptance Agent'

★ FOR RENEWALS, NAME CHANGES or EXTRA PAGES

You will not need to see the 'Acceptance Agent', therefore  
extra copies of these documents are not required

#### **Note to Applicant**

1. This letter must bear the true and correct signature of the applicant.
2. A husband may not sign on behalf of his wife, or vice versa.
3. If it becomes necessary, this letter will also authorize "Passport Services" to mail passport back to our company 'PhiladelphiaPassports.com'.
4. PhiladelphiaPassports.com is not responsible for delays in processing due to incomplete applications, missing or incorrect proof of US Citizenship, proof of identity, proof of travel, missing photographs, incorrect passport execution fees. I understand that delays in processing may occur due to the volume and workload at the passport agency and they are not the responsibility of 'PhiladelphiaPassports.com', its agents or employees. Third party delivery services (FedEx, UPS, USPS) May sometimes experience delays. 'PhiladelphiaPassports.com', its agents or employees accept no responsibility for any such delay.