

**Sample of Authority Letter to be given in case the applicant is unable to come in person to submit the passport application form or for collection of passport from the High Commission of India, London**

**(to be given to a close family member (spouse or blood relative) only)**

To

Attache (Passport)

High Commission of India

London

Sir

I, \_\_\_\_\_ son/daughter/wife/husband of \_\_\_\_\_, am unable to come to submit my passport application/collect my new passport due to \_\_\_\_\_ (please mention reason).

I hereby authorise Mr/Mrs. \_\_\_\_\_ my \_\_\_\_\_ (please mention relation and name) to submit my passport application and other documents/collect my new passport on my behalf.

He/she shall be submitting a copy of his/her original passport/ Photo Identity Card or document for verification. His/her signature is attested below.

Yours sincerely

( \_\_\_\_\_ )

Name:

Date:

Signature of authorized representative

Attested

Signature of the applicant

**Note: Bearer of Authority Letter is required to produce his/her Original Passport/ Photo Identity Card or Document for verification at the counter.**