

## Letter of Authority for Passport Pickup - Individual & Family

l,	authorize	_to pick up my and/or my family member's passport			
from C	ITIC bank / EMS. This authorizati	on allows the bearer to pick up the passports of my			
family	as follows:				
Name:	Passport Number	(Relationship)			
		(Relationship)			
		(Relationship)			
Notes:					
1.	Please attach to this form a copy of your National ID and a copy of the birth certificate of				
	any children listed.				
2.	All applicants over 18 must sign this form and attach a copy of their National ID.				
	Signed:				
	Cinn ad				
	Signed:				
	Sianed:				



## Letter of Authority for Passport Pickup - Schools and Travel / Intermediary Organizations

**School groups** can designate one person to collect multiple passports for students and teachers from their institution traveling together. The person picking up the passports must have a signed letter from the school that officially authorizes this person to retrieve the passports on behalf of the group and lists the names of all the group members as they appear in their passports.

**Travel / Intermediary organizations** can designate one person to collect multiple passports for all group applicants traveling together. The person picking up the passports must have a signed letter from the Travel / Intermediary organization that officially authorizes this person to retrieve the passports on behalf of the group and lists the names of all the group members as they appear in their passports, with a signature from every applicant on the document authorizing the pickup on behalf of the applicant. *Failure to comply with individual signatures for every single applicant, my lead to CITIC / EMS to refuse to hand-over a specific passport.* 

UID Number	Applicant Name	ID Number	Signature



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