



A1 Passport & Visa, LLC
www.a1passportandvisa.com

Release Letter/Letter of Authorization

U. S. Department of State
Passport Services Agency,

I, _____, authorize your office to
(Print full name of traveler here)

discuss the status of and to release my passport to any representative of
A1 Passport & Visa my chosen agent in the expediting of my passport.

Sincerely,

Signature: _____ Date: _____
(If minor traveler, parent must sign)

Applicant's date of birth: _____

Date of departure from U.S.A: _____

Countries to be traveled to: _____

***Note to applicant:**

1. This letter must bear the true and correct signature of the applicant or parent of the applicant.
2. A husband may not sign on behalf of his wife, nor vice versa.
3. In the event that it becomes necessary this letter also authorizes "Passport Services" to mail the passport or passport card back to A1 Passport & Visa.
4. A1 Passport & Visa is not responsible for delays in processing due to: lack of identification, incomplete applications, proof of U.S. Citizenship, proof of travel, missing or incorrect photographs, incorrect passport execution fees or signature variances.
5. I understand that delays in processing may occur due to the volume and workload at the Passport Agency.
6. **No refunds** will be given on cancelled or incomplete orders.

723 Main Street, Suite 924
Houston, Texas 77002
Tel: (713) 228.0786

777 S. Central Exprwy, Suite 7B
Richardson, TX 75080
Tel: (972) 664.0786

Fax: (972) 767.2233

email: info@a1passportandvisa.com