(**First-party’s name**)

(Address)

(City, Zip code)

(Date)

**Department of Foreign Affairs/ Embassy of the Philippines**

(Address)

(City, Zip code)

To Whom It May Concern:

I, (***first-party’s name****)*, grant authorization to my (***relationship with bearer****)*, Mr./Mrs. (***name of the bearer****)*, to claim my Philippine passport on my behalf at the Department of Foreign Affairs/ Embassy of the Philippines ***(indicate country***). I am unable to claim this myself due to (***state reason for absence)***.

The representative will show you the copies of my **(*name of 2 valid IDs****)* as proof of my consent regarding the matter. The bearer will also show his/her ***(name of bearer’s valid ID****)* for verification purposes.

For any concerns and questions, you may contact me at (***insert phone number).***

Sincerely,

(***signature over printed name****)*