

Formal authorization to a family member

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Full Name], hereby authorize my [relationship], [Authorized Person's Full Name], bearing ID number [ID Number], to collect the official birth certificate of my child, [Child's Full Name], born on [Date of Birth], from the [Name of Civil Registry Office or Institution].

I am unable to collect the certificate in person due to [brief reason – e.g., travel, illness, work commitments]. Please allow [Authorized Person's Name] to act on my behalf regarding this matter.

Attached are copies of my identification, the authorized person's identification, and relevant documents pertaining to the birth certificate request.

Thank you for your assistance.

Sincerely,

[Signature]

[Your Printed Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/authorization-letter-for-birth-certificate>