



## LOA Instructions:

To apply for a Renewal, Second, or Name Change Passport through ItsEasy, you must include a Letter of Authorization (LOA). Depending on the service requested, you may receive multiple versions of the LOA. Please print out and complete each form by hand using blue or black ink only, and submit all together with the rest of your supporting documents when you send your package (or drop off your application packet) to ItsEasy.

- 1) The first section to be completed looks like the following. Please check the first two boxes with a blue or black ink pen as indicated below.

Please check all that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

NOTE: Even if you received a version of the LOA with the toptwo boxes pre-selected, it is important that you mark them personally.

- 2) Under “Applicant Information” you must complete all fields as indicated.

- For Applicant Name the format must be “Last Name, FirstName, Middle Name”. Any deviation from this format will result in processing delays.

NOTE: Use the applicant’s name for minor children. Do **not** use the parent’s name for Applicant Name.

- For Date the only acceptable answer is the date on which you are completing the form. Do **not** enter the applicant’s date of birth. This will cause processing delays.

- For Courier Company Name the response must match our courier company name at the top of the form.

**It's Easy Inc** 30 Rockefeller Plaza, Concourse Level, New York, NY 10112

### Letter of Authorization

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: It's Easy Inc

ItsEasy operates multiple courier companies, so it is critical that applicants match the Courier Company Name with the company name at the top of the LOA.

NOTE: Answers such as "USPS", "FedEx", "UPS", etc. will not be accepted and will cause processing delays.

- For Applicant Signature parents must sign their own signature in place of their child if the child is under 16 years of age. Do **not** sign the child's name.

## Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

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### Applicant Information

**(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)**

Applicant Name: \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

(If the applicant is under the age of 16, a parent, legal guardian, or person legally acting in loco parentis must sign)

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(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

(If the applicant is under the age of 16, a parent, legal guardian, or person legally acting in loco parentis must sign)



Austin : 3901 Danli Lane, Austin TX 78749 • Houston : 2042 Pasadena Street Houston, TX 77023

Philadelphia : 2324 South Lambert Philadelphia, PA 19145

Website: www-acepassport.com ♦ Email : acepassport@yahoo.com

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#### Applicant Information

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Applicant Name: \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Applicant Phone Number \_\_\_\_\_ : Date: \_\_\_\_\_  
(Area Code- XXX- XXXX) (MM /DD / YYYY)

Courier Company Name: ACE Passport Services

Applicant Signature: \_\_\_\_\_  
(If the applicant is under the age of 16 the guardian(s), or person legally acting in loco parentis must sign)

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Applicant Name: \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: Longhorn Passport INC

Applicant Signature: \_\_\_\_\_

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Applicant Name: \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: Lone Star Passport INC

Applicant Signature: \_\_\_\_\_

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Applicant Name: \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: I Want a Passport

Applicant Signature: \_\_\_\_\_

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(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_  
(If the applicant is under the age of 16 the parent, legal guardian, or person legally acting in loco parentis must sign)