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| **Authority Letter** | [Email] |
| Claim Birth Certificate | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Claim Birth Certificate

To Whom It May Concern,

I, John Smith, currently residing at 456 Elm Street, Apartment 3C, Los Angeles, CA 90001, hereby authorize my cousin, Emily Johnson, residing at 789 Maple Avenue, Boston, MA 02110, to collect my birth certificate on my behalf from the Department of Vital Records in Los Angeles.

I am currently residing abroad in Sydney due to work obligations and require my birth certificate for legal purposes in my home country, Canada. Unfortunately, I am unable to be present in person to collect the document myself. Therefore, I am entrusting my cousin, Emily Johnson, to act as my representative and collect the birth certificate on my behalf.

**The necessary information for the collection is as follows:**

* Full Name of the Applicant: John Smith
* Date of Birth: March 22, 19XX
* Place of Birth: Toronto, Canada
* Parent's Names: Michael Smith and Sarah Smith
* Any Additional Identifying Information: None

I understand that my cousin, Emily Johnson, will be required to provide proof of her identity and relationship to me when collecting the birth certificate. Therefore, I have attached the following documents to support her claim:

* Copy of My Passport
* Copy of Emily Johnson's Identification
* Copy of a family tree document

I hereby grant my cousin, Emily Johnson, full authority to sign any necessary documents, provide any required information, and undertake any actions necessary for the collection of my birth certificate. This authorization is valid until September 30, 20XX.I request that the birth certificate be handed over to my cousin, Emily Johnson, without delay to ensure the timely processing of my legal matters in Canada.

Thank you for your attention to this matter. I trust that my cousin, Emily Johnson, will receive the necessary cooperation and assistance during the collection process.

Sincerely,

John Smith

**Enclosures:**

* Copy of John Smith's Passport
* Copy of Emily Johnson's Identification