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

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

To Whom It May Concern,

I, [Your Full Name], currently residing at [Your Current Address], hereby authorize my [Family Member's Full Name], residing at [Family Member's Address], to collect my birth certificate on my behalf from the [Name of the Birth Certificate Issuing Authority] in [City/Location of Issuing Authority].

I am currently residing abroad due to [Reason for Residing Abroad] and require my birth certificate for legal purposes in my home country, [Your Home Country Name]. Unfortunately, I am unable to be present in person to collect the document myself. Therefore, I am entrusting my [Family Member's Full Name] 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:[Your Full Name]
* Date of Birth: [Your Date of Birth]
* Place of Birth: [Your Place of Birth]
* Parent's Names: [Your Parent's Full Names]
* Any Additional Identifying Information: [Any Other Relevant Identifying Details]

I understand that my [Family Member's Full Name] will be required to provide proof of their identity and relationship to me when collecting the birth certificate. Therefore, I have attached the following documents to support their claim:

* Copy of My Passport or Identification: [Attach a copy of your passport or identification]
* Copy of [Family Member's Full Name]'s Identification: [Attach a copy of your family member's identification]
* Relationship Proof: [Attach any relevant document proving the relationship between you and your family member, e.g., family tree, legal documents, etc.]

I hereby grant my [Family Member's Full Name] 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 [Specify Expiry Date, if applicable].

I request that the birth certificate be handed over to my [Family Member's Full Name] without delay to ensure the timely processing of my legal matters in [Your Home Country Name].

Thank you for your attention to this matter. I trust that my [Family Member's Full Name] will receive the necessary cooperation and assistance during the collection process.

Sincerely,

[Your Full Name]

[Your Signature]