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

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization to Collect Birth Certificate on My Behalf

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally authorize my spouse, [Spouse's Full Name], to collect my birth certificate on my behalf from [Department/Agency Name]. I am unable to personally appear due to my disability, and I trust my spouse to act as my representative in this matter.

**Please find below the details of my birth certificate and the authorized individual:**

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Place of Birth: [City/State/Country of Birth]

Birth Certificate Number: [Your Birth Certificate Number]

**Authorized Individual:**

Full Name: [Spouse's Full Name]

Relationship to Me: [Spouse]

Identification Document of Authorized Individual: [Type of ID and ID Number]

I have complete confidence in my spouse's ability to handle this matter responsibly and to provide all necessary documentation to verify their identity. I understand that my spouse will need to present a valid identification document along with a copy of this letter to collect the birth certificate on my behalf.

Please ensure that my spouse receives the necessary assistance and information during their visit to your office. If there are any additional requirements or forms that need to be completed, kindly inform my spouse so that they can provide all the necessary documentation.

I appreciate your understanding and assistance in facilitating this process for us. If there are any fees associated with this service, please inform my spouse, and we will ensure that the necessary payment is made.

Thank you for your attention to this matter. I am looking forward to a smooth and efficient process. If you have any questions or need further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]