



## **Texas Tower Passport and Visa Services**

2020 Montrose Blvd, Suite 400  
Houston, Texas 77006  
Phone: (713) 874-1420  
Fax: (713) 874-1245

### **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, a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

#### **Please check all that apply:**

- I authorize **Texas Tower Passport and Visa Services** to submit my passport application to a U.S. passport agency and pick up the passport on my behalf.
- I authorize the passport agency to disclose to **Texas Tower Passport and Visa Services** any requests for further documentation and/or information related to my passport application. I authorize them to respond to such requests under my direction.
- I do **not** authorize the passport agency to disclose information to Texas Tower Passport and Visa Services. I understand the agency will contact me directly for anything beyond pickup notification.

**(page 2)**

**Applicant Information**

*(Note: All 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 Number:** \_\_\_\_\_  
*(Area Code-XXX-XXXX)*

**Date:** \_\_\_\_\_ *(MM/DD/YYYY)*

**Courier Company Name:**  
**Texas Tower Passport and Visa Services**

---

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

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

**Print Name:** \_\_\_\_\_