

Letter of Authorization for Visa Application / Passport Return

I,

Surname, first name (as per passport)	
Passport Number	
Date of Birth	
Birth place (as per passport)	

Herein, fully authorize (Ms, Mr.)

Surname, first name	
Date Of Birth	
Passport / ID Card Number	
Relationship with the applicant / Name of the Agency	
Mobile / Phone Number	

To submit my application to Visa Application Centre, to present any relevant explanation letter/statement or to pick up my passport. I acknowledge that both for application and passport return, the letter of authorisation must be originally signed by the applicant (legal guardian for minor applicant), a copy or a shared original letter with other applicants is invalid. I have also been informed that the Schengen Visa application form has to be signed by each applicant personally, in case of minors by the legal guardian(s). It IS NOT possible to have the visa application form signed by a representative in my name (meaning: imitation of my signature). The visa application will be denied in such cases.

Please note that you will still have to appear in person to give your fingerprints in case the previously collected fingerprints prove to be of insufficient quality and that the Swiss representation still reserves the right to ask the applicant to appear for a personal interview after checking his application.

Date: _____ Signature: _____

Requirements of the Embassy on the Letter of authorization:

1. Representative submitting a visa application or picking up a passport must provide an original letter of authorization (one original for each applicant not sharable with other applicants). The signature on the letter of authorization must be identical with the signature on the passport and visa application form. The letter must be fully filled and no handwritten correction allowed.
2. **For minor applicants under the age of 18 years: The letter of authorization must be signed by one parent or a legal guardian.** Please DO NOT sign the name of minor applicant. If parents submit the application for their children, the letter of authorization is not required, however family relationship proof (original and copy) must be provided.
3. Visa Application Centre CAN NOT accept applications or passport return requests from representatives without letter of authorization or with a letter with handwritten corrections, wrong template or signature.