Important instructions:

1. Complete letter should be typed with only signature to be done by blue pen.
2. In case of non-availability of PC/Printer, the applicant can handwrite (clean legible handwriting) and sign the letter.
3. Half handwritten and half typed letter will not be accepted for passport collection.
4. Signature should be as per passport.
5. One letter is required for everyone. In case of child, then the parent signature will be required in authorisation letter. (in case associate is overseas, then spouse signature is OK)
6. Do not change the below format and in case Haseen is on leave, we will let you know the alternate person’s name.
7. **With immediate effect, the concerned branch office should dispatch the applicant’s authorisation letter along with TCS Covering letter and ID Card of the person signing the covering letter. This will help us to better monitor the process.**
8. In case the branch is verifying the documents virtually, then the branch SPOC must prepare the letter as per below format with the applicant details and our field spoc will get the signature of applicant at the time of handing over the letter and fees.
9. **Kindly remove all the instructions provided here and only the letter format given below is required for passport collection.**
10. **Please refer below for the authority letter format.**

==== ONLY BELOW INFORMATION IS REQUIRED IN PLAIN PAPER ======

Date 05/07/2024

The Visa Officer

Embassy of Mexico

Mumbai, India

Subject: Authorization letter to collect passport

Dear Sir/Ma'am

I, TUSAR BISWAS here by authorizing Mr. PARSHURAM DHONDE to collect my passport from the embassy on my behalf. Kindly handover the passport to him.

Thanking you

Yours faithfully

(Signature should be as per passport)

Name as per passport TUSAR BISWAS

Passport number: Z5986439

Contact Mobile Number: +91-8017945498