



Letter of Agency

NOTICE TO APPLICANT

If you have authorized another party to act for you in the processing of your application, you must submit to this office your **signed letter** appointing the agent.

The letter must contain the following information:

1. Name, address and telephone number and email address of agent.
2. Purpose of appointment:

EXAMPLE: "To handle application for (describe application type) at (location), for the purposes of (describe purpose)"

3. Term of Appointment:

EXAMPLE: (A) "From _____ to _____"

OR

(B) Issuance of document

OR

(C) Rejection/Refusal/Disallowance of application

4. Your complete name, address, email address and telephone number.

*****PLEASE NOTE*****

WE CANNOT PROCESS YOUR APPLICATION FROM AN AGENT IF THE AUTHORIZATION IS NOT ON FILE IN OUR OFFICE