

Simple Parent-to-Child Authorization

Subject: Authorization for My Child to Collect Birth Certificate

Dear Records Office,

I am [Your Name], parent of [Child's Name]. I'm writing to authorize my child to collect their own birth certificate from your office.

My child is [age] years old and needs this document for [school enrollment/scholarship application/etc.]. I cannot accompany them due to [work schedule/health reasons/other commitments].

They will bring this letter along with their student ID and a copy of my identification for verification.

Please assist them in obtaining their birth certificate.

Thank you,

[Your Name]

[Parent's Signature]

[Date]

[Contact Information]

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