Authority for an administrative errand

I authorise the person named below to carry out in my name the single errand described in this document, within the limits it sets out.

The person giving the authority (principal)

Full name

Date of birth

ID document (type and number)

Full address

The person acting in my place (agent)

Full name

Date of birth

ID document (type and number)

Full address

The errand

Errand to carry out

Authority or organisation concerned

File reference

Valid from

Valid until

What the agent may do for this errand:

- [ ] Submit a file or an application
- [ ] Collect a document, a permit or a letter
- [ ] Sign the necessary forms
- [ ] Pay the fees linked to the errand

Items handed to the agent

- [ ] Copy of my ID document
- [ ] The agent's ID document
- [ ] Supporting documents needed for the errand
- [ ] Appointment letter or correspondence from the authority

This authority is valid only for the errand and the period stated. It does not allow changing my civil status or representing me elsewhere. I may revoke it in writing at any time. The authority may require its own form or my presence.

Place

Date

Signature of the principal

Name in full

Signature of the agent

Agreed: I accept this authority

Name in full