



CENTER FOR GLOBAL EDUCATION

U.S. Passport Information



What is a passport?

A passport is an internationally recognized travel document that verifies the identity and nationality of the bearer. A valid passport is required to enter and leave a foreign country and every TU student participating on a program abroad will need to obtain a valid passport (or renew an old one) before leaving the U.S.

You will need to apply in person if:

1. You are applying for a U.S. passport for the first time.
2. Your expired U.S. passport is not in your possession.
3. Your previous U.S. passport has expired and was issued more than 15 years ago.
4. Your previous U.S. passport was issued when you were under 16 years old.
5. Your current valid passport has been lost or stolen.

Places where can you apply:

Tulsa County Court Clerk
500 South Denver Ave.
Tulsa, OK 74103
(918) 596-5419
Open: Mon-Fri 8:30am-4:30pm

Southeast Post Office
9023 E. 46th St.
Tulsa, OK 74145
(918) 732-6700
Mon-Fri 9am-3pm

Jenks Post Office
303 East "A" Street
Jenks, OK 74037
(918) 296-0893
Mon-Fri 8:30-4:30pm

The CGE **STRONGLY** advises you to go to the Tulsa County District Clerk's office downtown. Post offices offer passport services but the availability of the service changes without warning. Call ahead to check the hours of operation.

What you NEED to bring when applying in person:

1. Application form which can be downloaded: http://travel.state.gov/passport/get/get_4855.html
2. Proof of U.S. citizenship: bring a previous U.S. passport, certified birth certificate, consular report of birth abroad, naturalization certificate or certificate of citizenship.
3. Proof of identity: bring a previous U.S. passport, naturalization certificate, certificate of citizenship or current valid driver's license, government ID or military ID.
4. Bring two passport-sized photographs.
5. The passport fee.
6. Provide a Social Security number

How long does the process take?

Typically, the process takes around 4-6 weeks. During busy times it can take longer, so apply early.

How much will it cost?

The cost of applying for a passport is \$135 (2012 cost). This fee includes: \$110 for the passport and \$25 for the execution fee. It is advisable that you check the U.S. Department of State passport website before applying since prices are subject to change.

What if I need a passport in a rush?

We don't recommend it, however, a passport application can be expedited within 2 weeks. In addition to the regular cost for the passport, there is an additional cost of \$60 plus overnight delivery charges.

Go to the passport expedition section of the U.S. Department of State website for details:

http://travel.state.gov/passport/hurry/hurry_831.html

Renewing your passport:

You can renew your passport by mail if:

1. Your most recent passport is not damaged.
2. You received the passport within the past 15 years.
3. You were over the age of 16 when it was issued.
4. You still have the same name, or can legally document your name change.

Download a renewal application form and follow the instructions:

http://travel.state.gov/passport/renew/renew_833.html

For more international travel related information go to:

<http://travel.state.gov>