

Facilities Management is pleased to announce the designation of **University Mailing Services (UMS)** as a **Passport Application Acceptance Facility**.

To ensure the safety of our customers and employees during the COVID pandemic, passport applications will only be accepted and processed by **appointment only Monday - Friday from 8:30 a.m. to 4:00 p.m.**

Citizen Requirements

A previous passport (this can be a cancelled passport or an official passport i.e. military), naturalization certificate or certified copy of birth certificate is required. This certificate must come from the state registrar's office in the state in which the applicant was born. Hospital birth certificates and "notification of birth registration" are not acceptable.

Identification Requirements

A valid driver's license (not temporary or learner's permit) or city, state or federal government ID card or pilot's license must be presented. Minor children will use parent or legal guardian's ID.

Photograph Requirements

One 2 by 2 color photograph taken within the last 6 months is required. Photograph must be clear, front view, full face with a plain light background. Photograph must be printed on photo quality paper. Please check your telephone directory under "passport photos" or "photographers" for this service.

Fees

Passport application fees are as follows:

Passport Book	\$110
Passport Card	\$ 30
Passport Book and Card	\$140

The passport acceptance fee is \$35.00, and is paid separately from the application fees.

The application fee and the acceptance fee must be paid by check.

Passport forms are available at <https://travel.state.gov/content/travel/en/passports/apply-renew-passport.html>, or at the UMS office, located at 601 North Willis St, on the Oklahoma State University campus. Customer parking is available and located on the north side of the building.

For additional information, visit <https://travel.state.gov/content/travel/en/passports.html>, or contact the UMS office at 405-744-7637.