



## Obtaining Legal Documents

### State Identification Card

[www.dps.state.ok.us](http://www.dps.state.ok.us)

#### First-Time ID Card

Costs: \$10.00

#### GO TO LOCAL DMV OFFICE

Requires two of the following forms of identification:

- Certified birth certificate
- Current US Passport
- Current Oklahoma drivers license
- Current Oklahoma state ID issued after November 1, 2007

#### To Renew an ID Card

Cost: \$10.00

Present current Oklahoma ID card and an approved form of identification.

### Social Security Card

<http://www.socialsecurity.gov>

#### How to Apply for a Number

1. Complete application
2. Submit required documents
3. Take application to local office

#### Replace Lost Card

1. Complete application
2. Submit required documents

*No costs involved*

### Birth Certificate

[www.ok.gov/health](http://www.ok.gov/health)

Tulsa Health Department  
315 S. Utica  
8:00am—4:00pm

#### Same Day Request and Pick Up

After entering THD:

1. Take a number
2. Go to main lobby
3. Complete the application
4. Wait for your number to display on counter (south wall)
5. Submit request
6. Wait for official certificate

Cost: \$15.00

#### Information Required

- Full name at birth
- Date of birth
- City of birth
- Father's full name
- Mother's full name
- Daytime telephone number
- Valid, legal photo ID

#### Who Can Apply for Certificate?

- Person him/herself
- Immediate next of kin
- Authorized agent (as identified by the person needing the certificate)

*Check Health Department website for current costs and updated information*

### Medicare Card

[www.socialsecurity.gov](http://www.socialsecurity.gov)

#### Reporting Change of Address

1. Call 1.800.772.1213 or visit local Social Security office

#### Replace a Medicare Card

1. Go to website listed above and request a new card
2. If you need proof sooner than 30 days, you can request a letter which you will receive in about 10 days

**Note:** 30 minute time limit on web page

#### Proof of Income Letter

1. Go to the local Social Security office for faster service OR go to the Social Security website and request a letter

**Note:** A letter is required for assisted housing applications.

### Point of Order

1. Get Proof of Income Letter
2. Get the Birth Certificate
3. Get the State ID
4. Get the Social Security card
5. Get the Medicare card