

**EMBASSY OF THE REPUBLIC
OF CAMEROON**

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**AMBASSADE DE LA REPUBLIQUE
DU CAMEROUN**
2349 Massachusetts Avenue N.W.
Washington, D.C. 20008
www.cameroonembassyusa.org

**TRANSCRIPTION OF BIRTH CERTIFICATE
FOR A CHILD BORN IN THE UNITED STATES**

For a child born in the United States from at least ONE (01) Cameroonian parent, the parent(s) may obtain a Cameroonian birth certificate by requesting for a transcription of birth certificate. The child must be less than Three (03) years old at the time of the request and must be born in the area of jurisdiction of the Embassy of Cameroon in Washington, D.C., which includes: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

- (1) **PROCESSING TIME:** About 14 business days (excluding weekends and holidays) from the time of reception of an admissible application file. This processing time may extend over 14 business days depending on the load of requests being processed.
- (2) **APPLICATION PROCEDURE:** BY MAIL ONLY. The transcription that is produced will also be mailed back to the recipient(s) once ready. Follow the steps (a), (b) and (c) below:

(a) **Fill-out his section:**

Surname of the child	Given name(s) of the child
_____	_____
As written on birth certificate	As written on birth certificate
C/O (father or mother's full name)	Phone #:
_____	_____
As written in passport	

(b) **Documents to submit:** Be advised that Incomplete applications will be returned and experience significant delays.

1. One printed copy of the present form with section (2)(a) above filled out, as cover page for your application file.
2. A written request addressed to the Ambassador, signed by both parents if they both are Cameroonians – if only one parent has Cameroonian citizenship, the Cameroonian parent must submit the written request and the other must provide a notarized letter authorizing the transcription. These requests must bear the address and contact information (phone number) of the parents.
3. A filled-out birth certificate form to serve as template for the Cameroonian birth certificate; a copy of the form is included below. **Please fill it out accurately;**
4. Two (02) identical passport-size color photographs of the child, with white background (BOTH EARS MUST BE SEEN);
5. The original U.S. birth certificate, which will be kept on file at the Embassy as the transcribed Cameroonian birth certificate is released/sent to the parent(s).
6. Photocopies of parents' passports (page(s) bearing identification and validity information + visa if available) from both parents if they are Cameroonians – if one parent is not a Cameroonian, they must submit only a photocopy (page(s) bearing identification and validity information) of their valid foreign passport;
7. Proof of residency status for the parent(s) in the US or in their country of residence (copy of entry visa in the United States or in their country of residence, copy of green card/residency permit, copies of available immigration notices...);
8. Copies of immigration documents indicating the applicant's residency status in the United States:
Proof of Residency Status in the United States:
 - For permanent residents: photocopy of the green card;
 - For applicants whose case is awaiting a final decision, or about to start: provide copies of any available documents justifying that a procedure of adjustment of status is in progress or about to start;
 - For international students in American schools: copy of the most recent form I-20, along with a letter from the International Students Office of the school confirming a current enrollment under the F-1 student status;
 - For other cases: provide a copy of any available immigration documents.
9. IF THE CHILD IS LESS THAN THREE (3) MONTHS OLD, the request is free of charge.
IF THE CHILD IS THREE (3) MONTHS OR OLDER, a \$5.46 POSTAL MONEY ORDER made payable to "Embassy of Cameroon".
10. Any additional document deemed necessary for processing the request. In this case, the Consular Section will contact you.

(c) **How and where to mail the application file?** 2 prepaid envelopes (Use FedEx, UPS or USPS) with tracking must be prepared: The first envelope must be addressed from the applicant to the Embassy, and will serve to mail the file to the Embassy at:

EMBASSY OF CAMEROON – Attn: CONSULAR SECTION – CERTIFICATION
2349 MASSACHUSETTS AVENUE NW, WASHINGTON, DC 20008

The second prepaid envelope, addressed from the Embassy back to the applicant, will serve to return the processed paperwork.

Please take extra care in making sure that the return envelope is prepaid, has a tracking number and is addressed correctly.

- (3) **QUESTIONS?** Send your inquiry/question by email to cs@cameroonembassyusa.org. Start the subject line of your email with the words "Physical Check Certificate". In the body of the message, describe the problem/issue/question that you are inquiring about and always include a phone number where you can be reached. We will reply as soon as possible.

PROVINCE _____
PROVINCE _____
DEPARTMENT _____
DIVISION _____
ARRONDISSEMENT _____
SUBDIVISION _____

REPUBLIQUE DU CAMEROUN
Paix – Travail - Patrie
REPUBLIC OF CAMEROON
Peace – Work - Fatherland

CENTRE D'ETAT CIVIL
CIVIL STATUS REGISTRATION CENTRE

De – Of _____
ACTE DE NAISSANCE _____
BIRTH CERTIFICATE _____ N° _____

Nom de famille de l'enfant _____
Surname of the child _____
Prénom(s) de l'enfant _____
Given name(s) of the child _____
Le – On the _____

Est né à – Was born in/at _____

Nom de famille de l'enfant _____
Surname of the child _____
Prénom(s) de l'enfant _____
Given name(s) of the child _____
De Sexe – Gender _____

De – Of _____

Né à – Born in/at _____

Le – On _____

Domicilié à – Residing at _____

Profession – Occupation _____

Et de – And of _____

Née à – Born in/at _____

Le – On _____

Domiciliée à – Residing at _____

Profession – Occupation _____

Dressé le _____
Drawn up on _____
Sur la déclaration de _____

In accordance with the declaration of _____

Lesquels ont certifié la sincérité de la présente déclaration,
Who attested to the truth of this declaration,
Par nous, _____

By Us,
Officier De l'état civil du centre de _____

Civil Status Registrar for the _____

Assisté de _____

In the presence of _____

Centre
Secrétaire d'Etat Civil.
Civil Status Secretary.

Le Déclarant,
The Declarant

Signature de l'Officier d'Etat Civil :
Signature of Civil Status Registrar: