

**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

CERTIFIED TRUE COPIES OF OFFICIAL CAMEROONIAN DOCUMENTS **PASSPORT, BIRTH CERTIFICATE, DIPLOMA, ETC.**

The Embassy of Cameroon in the United States (Washington, DC) certifies copies of official Cameroonian documents for applicants residing in our area of jurisdiction, which includes: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

Attention: BE ADVISED THAT THE EMBASSY OF CAMEROON IN THE UNITED STATES (WASHINGTON, DC) DOES NOT PERFORM LEGALIZATIONS/CERTIFICATIONS OF FOREIGN DOCUMENTS.

- (1) **PROCESSING TIME:** Approximately FIVE (05) business days from the time of reception of an admissible application file.
- (2) **APPLICATION PROCEDURE:** BY MAIL ONLY. The certified document(s) will also be mailed back to the recipient once ready. Follow the steps (a), (b) and (c) below:

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

Applicant'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 notarized written request addressed to the Ambassador: The applicant must ask in writing (handwritten or typed request) that a certified true copy of the document be established for their benefit – In this request, the applicant must state for what purpose they will use the document requested, and include their contact information (*complete address, phone number and email address*).
 - This request must be signed before a notary public prior to mailing the application file to the Embassy.
 - One cannot request a certified true copy of a Cameroonian document belonging to someone else; it must be the person whose name appears on the document or a parent/guardian if the person to whom the document belongs is a minor.
3. The original document: passport, birth certificate, diploma, etc;
4. A full and clear copy/photocopy of the document to certify;
5. A copy of the identification page of the applicant's passport;
6. Copies of immigration documents indicating the applicant's residency status in the United States:
Proof of Residency Status in the United States:
 - For US citizens and foreign citizens in our area of jurisdiction, copy of the biodata page of the valid passport;
 - 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.
7. **Fees:** A \$2.73 application fee + \$2.73 for certified copy, payable by POSTAL MONEY ORDER made payable to "Embassy of Cameroon". It is acceptable to add the total fees and submit a single postal money order for the full amount. *For example, if you have would like to request for 2 certified copies, the total fees (application + certification fees) will be \$2.73+(\$2.73*2) for a total of \$8.19.*
8. 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 "Certification". 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.