

EMBASSY OF THE REPUBLIC OF CAMEROON

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AMBASSADE DE LA REPUBLIQUE DU CAMEROUN

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Washington, D.C. 20008
www.cameroonembassyusa.org

MOVING CERTIFICATE CERTIFICAT DE DEMENAGEMENT

The Embassy of Cameroon in the United States (Washington, DC) issues moving certificates to **eligible individuals** in our area of jurisdiction, which includes: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

(1) WHO IS ELIGIBLE?

- Cameroonian officials at the end of their tour of duty or appointment in the United States or in their country of assignment;
- Cameroonian students or interns who were sponsored by the Cameroonian Government and who have completed their course of study or internship.

(2) WHO IS NOT ELIGIBLE?

- Individuals who do not belong to the aforementioned categories;
- Holders of a permanent resident card (green card) in the US, or holders of permanent residency in their country of residence.
- Individuals who have acquired US citizenship or the citizenship of their country of residence through naturalization.

(3) PROCESSING TIME: Approximately **SEVEN (07) business days** from the time of reception of an admissible application file.

(4) APPLICATION PROCEDURE: BY MAIL ONLY. The document issued 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 that a moving certificate be established for their benefit – In this request, the applicant should 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 notarized by a notary public prior to mailing the application file to the Embassy.
3. A copy of the identification page of the applicant's valid Cameroonian passport;
4. Copy of the Identification page of the applicant's VALID Cameroonian passport;
5. Copy of the applicant's entry visa into the US or in the country where the studies, internship or mission took place.
6. Passport page bearing the entry stamp in the US/country of studies, internship or mission **confirming a stay of at least Six (6) months**).
7. a. Travel or Mission Order, End-of-Mission Certificate OR Letter of Termination of Appointment/Mission for applicants who came to the United States in an Official capacity;
b. Proof of Completion of Studies/Internship for Students/Interns who came to study or for an internship with the sponsorship of the Cameroonian Government;
8. A list, signed by the applicant, of the personal belongings being shipped to Cameroon;
9. A copy of a Bill of Lading issued by the Carrier shipping those personal effects (if available);
10. **Fees:** A \$2.73 POSTAL MONEY ORDER made payable to "Embassy of Cameroon".
11. 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 – MOVING CERTIFICATE
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.

(5) QUESTIONS? Send your inquiry/question by email to cs@cameroonembassyusa.org. Start the subject line of your email with the words "Moving 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.