

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
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PHYSICAL CHECK CERTIFICATE *FICHE DE CONTROLE PHYSIQUE*

The Embassy of Cameroon in the United States (Washington, DC) issues Physical Check certificates (*Fiches de Contrôle Physique*) to eligible applicants residing in our area of jurisdiction: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

- (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 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 physical check 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 passport and/or a copy of the Cameroonian National Identity Card if (front and back). At least one of the two documents must be **UNEXPIRED**.
4. Two (02) passport-size color photographs with white background (both ears must be seen);
5. A copy of the applicant's birth certificate;
6. Proof of CNPS Membership: copy of CNPS membership card showing the insured number under which the individual receives their CNPS benefits;
7. Sworn statements by three witnesses + copies of their identification documents (a life certificate cannot be issued without this documentation):
 - a. Notarized sworn statements by three (03) witnesses residing in the same area (city and state) as the applicant: **The witnesses must specify their relationship to the applicant and testify that they have physically seen the applicant and that the latter is ALIVE.** The contact information (complete address and phone number) of each witness must be included in the sworn statement;
 - b. Proof of identification for each witness (copy of valid ID: state ID, driver's license, passport, green card);
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. **Fees:** 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.