

EMBASSY OF THE REPUBLIC OF CAMEROON

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AMBASSADE DE LA REPUBLIQUE DU CAMEROUN

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AUTHENTICATION / LEGALIZATION OF OFFICIAL CAMEROONIAN DOCUMENTS **(BIRTH CERTIFICATES, MARRIAGE CERTIFICATES, DEATH CERTIFICATES, COURT DOCUMENTS, ETC.).**

The Embassy of Cameroon in the United States (Washington, DC) performs authentications and legalizations of various official Cameroonian documents (*civil status certificates, court documents, other official Cameroonian documents*) to eligible applicants residing in its area of jurisdiction: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

(1) PROCESSING TIME: For STEP-3 outlined below, approximately FIVE (05) business days from the time of reception of an admissible application file at the Embassy.

(2) APPLICATION PROCEDURE:

3 STEPS: STEP-1 and STEP-2 are mandatory prerequisites steps and must be carried out in Cameroon.
STEP-3 is the last step, performed at the Embassy in Washington, DC.

STEP-1. Certification or legalization of the document to authenticate/legalize by the Office or Authority that issued the original document in Cameroon. For details concerning this step, please reach directly out to that office directly). E.g. if a birth certificate was established at the Yaoundé I City Hall, the applicant must reach out to that office directly).

STEP-2. Legalization of the signature of the Official or Authority mentioned in STEP-1 by an official at one of the two branches of the Ministry of External Relations (MINREX) in Cameroon:

- The Ministry of External Relations (MINREX) in Yaoundé** for official documents or certifications issued or established in the following regions: ADAMAWA, CENTRE, EAST, FAR-NORTH, NORTH AND SOUTH.
- The Douala Branch of the MINREX** for official documents issued or established in the following regions: LITTORAL, WEST, NORTH-WEST AND SOUTH-WEST.

STEP-3: BY MAIL ONLY at the Embassy of Cameroon in Washington, D.C. The document issued at the end of the process 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.**

- One printed copy of the present form with section (2) STEP-3 (a) above filled out, as cover page for your application file.**
- A notarized written request addressed to the Ambassador:** The applicant must ask in writing (handwritten or typed request) that the document(s) they are presenting be authenticated/legalized 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.
- The original copy of the document(s) that was(were) legalized by the MINREX Official in Cameroon**
Attention: If a document legalized by the MINREX Official is modified or altered in any way, it will be rejected.
- A copy of the identification page of the applicant's valid passport;**
- Copies of immigration documents indicating the applicant's residency status in the United States:**
 - For citizens of countries within the jurisdiction of competence of the Embassy of Cameroon in Washington, DC: A copy of the biodata page of their valid passport.
 - For US 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.
- Fees:** A \$2.73 POSTAL MONEY ORDER made payable to "Embassy of Cameroon".
- 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 – LEGALIZATION
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 "Legalization". 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.