

**EMBASSY OF THE REPUBLIC OF
CAMEROON**

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**AMBASSADE DE LA REPUBLIQUE DU
CAMEROUN**

2349 Massachusetts Avenue N.W.

Washington, DC 20008

www.cameroonembassyusa.org

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) issues/performs certifications and legalizations of Cameroonian documents to be used in our area of jurisdiction, which includes: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

(1) OVERVIEW OF THE PROCESS: Three steps: Step-1 and Step-2 are preliminary steps – Step-3 is the final 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 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:

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

Step-3. Legalization of the signature of the Official from MINREX by an Official from the Embassy of Cameroon in Washington, DC.

(2) PROCESSING TIME: **Approximately FIVE (05) business days from the time of reception of a complete application.**

(3) APPLICATION PROCEDURE: **BY MAIL ONLY.**

(4) 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.

(5) REQUIREMENTS FOR STEP-3: **Incomplete applications will be rejected!**

MAIL THE COMPLETE APPLICATION IN A TRACKABLE ENVELOPE TO:

PLEASE KEEP YOUR TRACKING NUMBERS TO AND FRO FOR YOUR RECORDS

EMBASSY OF CAMEROON

Attn: CONSULAR SECTION – LEGALIZATION

2349 MASSACHUSETTS AVENUE NW, WASHINGTON, DC 20008

Provide a prepaid return envelope with tracking number to mail the documentation back once ready (KEEP THE RETURN TRACKING NUMBER FOR YOUR RECORDS!), with the Embassy's information as the sender, and the funeral home's information as the recipient. Any application submitted without a trackable return envelope is at the applicant's risk and responsibility!

Fill-out his section:

Surname _____ Given Name(s) _____ Phone #: _____
As written in passport *As written in passport*

SUBMIT (1) COPY OF THIS PAGE ALONG WITH THE DOCUMENTATION BELOW:

- A notarized written request addressed to the Ambassador:** The applicant must ask in writing that an authentication/legalization of their official document(s) be performed for their benefit – In this request, the applicant should state for what purpose the document is needed, and specify their *complete address, phone number and email address*).
 - 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.
 - A \$2.73 money order or cashier's check payable to "Embassy of Cameroon". Payments with personal checks or business checks, credit cards or electronic payments ARE NOT accepted.**
- ⚠ Be advised that the Embassy will request for any additional document deemed necessary for the processing of the application.**