

**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

CAMEROONIAN TRAVEL DOCUMENT (LAISSEZ-PASSER)

Attention: UNTIL FURTHER NOTICE, PROSPECTIVE TRAVELERS CAN APPLY FOR TRAVEL DOCUMENTS BY MAIL ONLY! WHEN REVIEWING THE INFORMATION CONTAINED IN THE PRESENT DOCUMENT, PLEASE PAY PARTICULAR ATTENTION TO ITEMS MARKED WITH A ⚠️ ICON.

WHAT IS A TRAVEL DOCUMENT OR “LAISSEZ-PASSER” OR SAUF-CONDUIT?

A **Travel Document** or **Laissez-Passer** is a document which can be issued to **eligible Cameroonian citizens** desiring to travel to Cameroon, but who do not possess a valid passport. Applicants must reside in the area of jurisdiction of the Embassy of Cameroon in Washington, D.C., : the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

It is an alternative for prospective travelers whose passport is damaged, lost/stolen or expired, to **travel to Cameroon on an emergency basis**. It is a “pass” that enables them to be granted entry by immigration authorities at Cameroonian ports of entry.

CHARACTERISTICS OF THE CAMEROONIAN TRAVEL DOCUMENT

- (1) **A “One-Way-One-Destination” document:** A Travel Document issued by the Embassy of Cameroon in Washington, D.C., may be used by its beneficiary to travel **ONLY** to Cameroon. It is not possible to obtain a visa for any other destination/country with the document or to use it to exit Cameroon at the end of one’s sojourn to travel to another country.
- (2) **Validity:** The following applies with regard to the Travel Document:
 - ⚠️ **A travel document is valid for 90 days from the date of issuance.** It must be used within that timeframe or it becomes void.
 - ⚠️ **A travel documents ceases to be valid as of the entry in Cameroon,** where it is retained by the Border Police Authorities as its bearer is granted admission into Cameroon.
 - ⚠️ Travelers finding themselves with a void Travel Document and desiring to travel to Cameroon at a later time can apply for a replacement by submitting the unused travel document along with a new, complete application file including the travel document fees (**money order of \$136.37 payable to “Embassy of Cameroon”**), and a letter specifying the reason for requesting a new travel document.
 - ⚠️ **Travelers who return to Cameroon using a Travel Document must obtain a new Cameroonian Passport while in Cameroon before traveling to another country!!!**

PROCESSING TIME AND APPLICATION PROCEDURE

PROCESSING TIME: The regular processing time for Travel Document application is **approximately SEVEN (07) business days from the date of reception of a complete application file by the Embassy**. Travelers should plan their trip accordingly and be aware that the processing time may extend over the Seven (07) business days during peak periods such as before and during the summer or Christmas holidays, when the Embassy usually receives a much higher volume of requests.

APPLICATION PROCEDURE: UNTIL FURTHER NOTICE, PROSPECTIVE TRAVELERS MUST APPLY BY MAIL ONLY (SEE [CHECKLIST](#) BELOW), **NO MORE THAN 90 DAYS BEFORE THEIR DATE OF ARRIVAL IN CAMEROON**. It is not possible to schedule an appointment!

Applicants must provide a **prepaid return envelope with tracking** addressed from the Embassy (address above) to the applicant (indicate applicant’s full name and address legibly). They may use FedEx, UPS, or the United States Postal Service (USPS). All shipping costs must be prepaid at a FedEx, UPS or USPS location.

NOTES:

- **The Consular Section will not start processing an application if there is no prepaid return envelope with tracking.**
- It is the responsibility of the applicant to ensure **that tracking numbers are available on the original package sent to the Embassy and on the return package, and to record those tracking numbers to enable themselves to monitor the progress of to and fro shipping operations.**
- **It is not possible to pick up the travel document in person.** It will be mailed once the processing is complete.
- Refer to FedEx, UPS, or USPS’s websites, or visit one of their locations to get transit rates for return packages; the Consular Section does not have that information!
- If tracking information indicates that a package has been delivered to the Embassy, the sender should rely on that tracking information and not call or email the Consular Section to verify.

QUESTIONS? Send your inquiry/question by email to cs@cameroonembassyusa.org. Start the subject line of your email with the words “Travel Document”. 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.

CAMEROONIAN TRAVEL DOCUMENT (LAISSEZ-PASSER) APPLICATION CHECKLIST

⚠ ATTENTION: PLEASE ACKNOWLEDGE THE STATEMENT BELOW BY FILLING-IN THE REQUESTED INFORMATION
I, THE UNDERSIGNED, HAVE READ/REVIEWED THE REQUIREMENTS CONTAINED IN THE PRESENT DOCUMENT ENTIRELY PRIOR TO SUBMITTING MY APPLICATION FILE FOR A TRAVEL DOCUMENT (LAISSEZ-PASSER)

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

- ATTN:** (1) PROCESSING TIMES: SEVEN (07) BUSINESS DAYS
(2) APPLY BY MAIL ONLY, NO MORE THAN 90 DAYS BEFORE THE EXPECTED DATE OF ARRIVAL IN CAMEROON.
(3) INCOMPLETE APPLICATION FILES WILL NOT BE PROCESSED!

MAIL YOUR COMPLETE APPLICATION IN A TRACKABLE ENVELOPE TO: EMBASSY OF CAMEROON
KEEP YOUR TRACKING NUMBERS TO AND FRO FOR YOUR RECORDS ATTN: CONSULAR SECTION – TRAVEL DOCUMENT
2349 MASSACHUSETTS AVENUE NW, WASHINGTON, DC 20008

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

1. A prepaid return envelope with tracking number (KEEP THE RETURN TRACKING NUMBER FOR YOUR RECORDS!) with the Embassy's information as the sender, and the applicant information as the recipient. Any application submitted without a trackable return envelope is at the applicant's risk and responsibility!
 2. The current or expired passport; if an original passport is not available, photocopies are acceptable;
 3. Two (02) copies of the attached 'DEMANDE DE "LAISSEZ-PASSER" ou SAUF-CONDUIT – APPLICATION FOR TRAVEL DOCUMENT' form, filled-out, dated and signed.
 4. Two (02) identical passport-size recent color photographs with white background.
 - Size: 2 inches by 2 inches; the head should make about 3/4 of the surface of the photo, should be positioned directly facing the camera, with the eyes open and looking at the camera;
 - Natural facial expression (mouth closed, no smiling or frowning);
 - Neck, chin, nose, forehead, and both ears clearly visible; Eyeglasses, face covering, and head/hair accessories prohibited.

Note: Photos that do not meet these requirements will be REJECTED!
 5. Copy of vaccination certificate showing proof of yellow fever immunization (*this is not required for infants under 1 year old*). Provide a copy of your vaccination certificate that clearly shows a YELLOW FEVER/FIEVRE JAUNE/STAMARIL vaccine, NOT OTHER VACCINATIONS. If not immunized against yellow fever, please get vaccinated prior to submitting your application file. If you cannot get a yellow fever vaccine for medical reasons, please provide a signed and stamped note from your primary care provider.
 6. Photocopy of documents showing the applicant's residency status in the United States or photocopy of document showing the applicant's residency status in their country of residence:
 - Photocopy (front and back) of the green card or the work permit
 - For international students: Copy of the most recent form I-20, and a Letter from the International Students' Office of the school confirming that the student's F-1 status is active
 - For other cases: Copies of any available immigration notices/documents.
 7. **Processing Fees:** Please submit a **\$136.37 money order or cashier's check payable to "Embassy of Cameroon"**. Check, credit cards or electronic payments **ARE NOT** accepted.
 8. Photocopy of the applicant's Cameroonian National Identity Card AND/OR Photocopy of the Cameroonian Birth Certificate.
 9. Photocopy of the applicant's U.S. issued driver's license or state I.D. if available;
 10. Copy of flight/trip reservation from airline or travel agency confirming the trip itinerary to Cameroon. A travel document cannot be issued without this document and **Failure to provide it will lead to the rejection of the file.** Please take note of the following:
 - ⚠ Travelers are advised to make only a reservation and not to purchase their ticket until the travel document is issued.
 - ⚠ Please check your reservation to verify that the time between the date of submission of your request to the Embassy and your arrival in Cameroon is **LESS THAN 90 DAYS.**
 - ⚠ **Modification of travel itinerary:** A Travel Document will be accepted by the airline only for the travel details mentioned on the itinerary. **If the trip itinerary is modified, the traveler must apply for a new travel document.** For example, if the original itinerary indicated a transit through Paris (France), and the traveler chooses, after issuance of a travel document, to go through Brussels (Belgium), they must reapply for a new travel document that will reflect this new itinerary. **In that case, the original previously issued travel document must be surrendered to the Embassy as part of the new application file.**
- Travel Documents for minors (Under 21 years old):** For minors, the following is required in addition to previous requirements:
- a. The application forms must be signed by a parent or a legal guardian and the nature of the relationship between the under-aged applicant and the signatory must be specified in parenthesis (Example: *father, mother, or legal guardian*); if the child is under the care of a legal guardian, **photocopies** of any documents assigning guardianship must be provided.
 - b. Notarized letter of support signed by both parents/legal guardians agreeing with the trip and specifying who is traveling with the child.
Parent/legal guardians who are in Cameroon must provide a **parental authorization legalized by the Police** along with a **copy of their valid national identity card OR of the identification page of their valid Cameroonian passport.**
Parent/legal guardians who are neither in Cameroon nor in the United States must legalize the parental authorization at the nearest Cameroonian Embassy/Consulate, and provide a certified copy of the identification page of their Cameroonian passport.
 - c. Photocopy of the child's birth certificate.
 - d. Photocopy of the parents/guardians' passports.
11. For married women, a photocopy of their marriage certificate.
 12. Any additional document(s) deemed necessary for the processing of the request.

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DEMANDE DE «LAISSEZ-PASSER» ou SAUF-CONDUIT
APPLICATION FOR TRAVEL DOCUMENT

(ECRIRE EN LETTRES MAJUSCULES SEULEMENT AVEC UN STYLO A ENCRE NOIRE OU BLEU / WRITE IN CAPITAL LETTERS ONLY WITH A BLACK OR BLUE INK PEN)

Je Soussigné(e)
I, the Undersigned

Nom de Famille
Surname _____
Prénom(s)
Given name(s) _____

Date de Naissance _____ Lieu de Naissance _____ Sexe M (*)
Date of Birth _____ Place of Birth _____ Gender F

PHOTO

Nom du Père sur l'Acte de Naissance
Father's Name on Birth Certificate _____

Nom de la Mère sur l'Acte de Naissance
Mother's Name on Birth Certificate _____

Profession du Demandeur _____ Employeur _____
Applicant's Profession _____ Employer _____

Adresse du Domicile _____ N° Apt _____
Home Address _____ Apt N° _____

Ville _____ Etat _____ Code Postal _____ Pays _____
City _____ State _____ Zip Code _____ Country _____

Adresse Email _____ Numéro de Tel. _____
Email Address _____ Phone Number _____

N° du Passeport Actuel _____ Date de Délivrance _____ Lieu de Délivrance _____
Current Passport N° _____ Date of Issue _____ Place of Issue _____

Titulaire de la Carte Nationale d'Identité Camerounaise N° _____ Date de Délivrance: _____
Bearer of Cameroonian National Identification Card N° _____ Date of Issue _____

Titulaire de la Carte de Résidence N°(# d'Alien) _____ Résident(e) Permanent(e) Depuis _____
Bearer of Green Card N° (Alien #) _____ Permanent Resident Since _____

Ai l'honneur de solliciter la délivrance d'un sauf-conduit camerounais en ma faveur.
Have the honor to request for the issuance of a Cameroonian Travel Document in my favor.

Préciser le motif de votre requête: _____
Specify the reason for your request _____

Itinéraire de Voyage / Travel Itinerary

Date de Départ _____ Lieu de départ _____ Lieu d'Entrée au Cameroun (*) _____
Date of Departure _____ Place of departure _____ Place of Entry in Cameroon _____
Transitant par (citer villes et pays) _____ Douala Yaounde
Transiting Through (list cities and countries) _____ Autre/Other: _____

Je déclare sur l'honneur n'avoir acquis aucune autre nationalité.
I declare on my honor that I have not acquired any other citizenship.

Ma signature engage ma responsabilité, et m'expose en cas de fausses déclarations à des sanctions aussi bien administratives que judiciaires.

My signature engages my responsibility and subjects me to administrative as well as legal sanctions in case of false statements.

Signature _____	Date _____
RESERVE A L'ADMINISTRATION (FOR OFFICIAL USE ONLY)	

(*) Cocher la case correspondante / Check the corresponding box