

**EMBASSY OF THE REPUBLIC OF
CAMEROON**

Telephone: (202) 265-8790

Fax: (202) 387-3826

Email: cs@cameroonembassyusa.org



**AMBASSADE DE LA REPUBLIQUE DU
CAMEROUN**

2349 Massachusetts Avenue N.W.

Washington, DC 20008

www.cameroonembassyusa.org

CERTIFIED TRUE COPIES OF OFFICIAL CAMEROONIAN DOCUMENTS
PASSPORT, BIRTH CERTIFICATE, DIPLOMA, ETC.

The Embassy of Cameroon in the United States (Washington, DC) issues/performs various types of certifications and legalizations for applicants residing in our area of jurisdiction, which includes: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

⚠ BE ADVISED THAT THE EMBASSY OF CAMEROON IN THE UNITED STATES (WASHINGTON, DC) DOES NOT PERFORM LEGALIZATIONS/CERTIFICATIONS OF FOREIGN DOCUMENTS.

- (1) PROCESSING TIME:** Approximately FIVE (05) business days from the time of reception of a complete application.
- (2) APPLICATION PROCEDURE:** BY MAIL ONLY.
- (3) QUESTIONS?** Send your inquiry/question by email to cs@cameroonembassyusa.org. Start the subject line of your email with the words 'Certification'. 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.
- (4) REQUIREMENTS:** 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 – CERTIFICATION

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:

- 1. A Notarized letter of request signed by the applicant to the attention of the Ambassador, asking that a certified true copy of the document 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*).
Note: *Please be aware that one cannot request a certified true copy of a Cameroonian document belonging to someone else; it must be the person whose name appears on the document or a parent/guardian if the person for whom the application is submitted is a minor.*
- 2. The original document:** passport, birth certificate, diploma, etc;
- 3. A full and clear copy/photocopy of the document to certify;**
- 4. A copy of the identification page of the applicant's passport;**
- 5. Copies of immigration documents indicating the applicant's residency status in the United States:**
Proof of Residency Status in the United States:
 - For US citizens and foreign citizens in our area of jurisdiction, copy of the biodata page of the valid passport;
 - 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.
- 6. A single \$2.73 application fee + \$2.73 per certified copy (\$5.46 minimum) paid as a 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.