

**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  
[www.cameroonembassyusa.org](http://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) performs various types of certifications for applicants residing in its area of jurisdiction, which includes: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

**Attention: 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 an admissible application file.
- (2) **APPLICATION PROCEDURE:** BY MAIL ONLY. The certified document(s) 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 (handwritten or typed request) that a certified true copy of the document be established for their benefit – In this request, the applicant must 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 signed before a notary public prior to mailing the application file to the Embassy.
  - 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 to whom the document belongs is a minor.
3. The original document: passport, birth certificate, diploma, etc;
4. A full and clear copy/photocopy of the document to certify;
5. A copy of the identification page of the applicant's passport;
6. 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.
7. **Fees:** A \$2.73 application fee + \$2.73 per certified copy, payable by POSTAL MONEY ORDER made payable to "Embassy of Cameroon". It is acceptable to add the total fees and submit a single postal money order for the full amount. *For example, if you have would like to request for 2 certified copies, the total fees (application + certification fees) will be \$2.73+(\$2.73\*2) for a total of \$8.19.*
8. 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](mailto: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.