

EMBASSY OF THE REPUBLIC OF CAMEROON

Tel.: (202) 265-8790
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Email: cs@cameroonembassyusa.org



AMBASSADE DE LA REPUBLIQUE DU CAMEROUN

2349 Massachusetts Avenue N.W.
Washington, D.C. 20008
www.cameroonembassyusa.org

CONSULAR CARDS

All Cameroonian citizens are advised to take steps to acquire a consular card. Eligible applicants must register at the Embassy in Washington, DC and must reside within this Embassy's area of jurisdiction which includes: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

- (1) **PROCESSING TIME:** Approximately **SEVEN (07) business days** from the time of reception of an admissible application file.
- (2) **APPLICATION PROCEDURE:** Until further notice, applications for consular cards must be submitted **BY MAIL ONLY**. 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)(a) above filled out, as cover page for your application file.
- Notarized letter of request, handwritten or typed, addressed to the Ambassador of Cameroon, requesting for the issuance of a consular card. This request must be notarized by a notary public prior to mailing the application file to the Embassy.
- Copy of Cameroonian passport and entry visa in the United States or in the applicant's country of residence.
- Two (02) filled-out and signed copies of the "APPLICATION FOR CONSULAR CARD" form below.
- Two (02) identical passport-size recent color photographs with white background.
Photo Requirements: 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.
- A \$54.54 postal money order payable to "Embassy of Cameroon".
- One (1) copy of a document confirming your residency status in the United States or in your 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.
- Photocopy front and back of the applicant's Cameroonian birth National Identity Card AND/OR Cameroonian Birth Certificate.
- Photocopy of the applicant's U.S. issued driver's license or state I.D. if available.
- Recent [less than 3 months old or still within the period of validity] proof of profession:** Copy of diploma or professional certification, student I.D. and enrollment verification letter from the school for students, or copy of work ID and letter from the employer confirming the profession/title/position of the applicant, or copies of any other available documents.
- Consular Cards for minors (Under 21 years old):** 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.
 - Notarized letter of support from at least 1 parent/legal guardian + copy of passport or national identity card of that parent.
 - 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.
- Married women:** Photocopy of the marriage certificate – **Note:** Women who went through a marriage that was terminated due to a divorce or the death of a former spouse must provide a copy of the divorce decree, or a copy of the death certificate, whichever applies.
- Any additional documents deemed necessary for the processing of the request.**

(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 funeral home to the Embassy, and will serve to mail the file to the Embassy at:

EMBASSY OF CAMEROON – Attn: CONSULAR SECTION – CONSULAR CARD
2349 MASSACHUSETTS AVENUE NW, WASHINGTON, DC 20008

The second prepaid envelope, addressed from the Embassy back to the funeral home, 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 "Consular Card". 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.

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**DEMANDE DE CARTE CONSULAIRE
APPLICATION FOR CONSULAR CARD**

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

Date of Birth

Lieu de Naissance

Place of Birth

Sexe ☐ M (*)

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

Situation Matrimoniale

Marital Status

☐ Célibataire

Single

☐ Marié(e)

Married

☐ Divorcé(e)

Divorced

☐ Veuf(Veuve) (*)

Widower(Widow)

Profession du Demandeur

Applicant's Profession

Employeur

Employer

Adresse du Domicile

Home Address

N° Apt

Apt N°

Ville

City

Etat

State

Code Postal

Zip Code

Pays

Country

Adresse Email

Email Address

Numéro de Tel.

Phone Number

N° du Passeport Actuel

Current Passport N°

Date de Délivrance

Date of Issue

Lieu de Délivrance

Place of Issue

Titulaire de la Carte Nationale d'Identité Camerounaise N°

Bearer of Cameroonian National Identification Card N°

Date de Délivrance:

Date of Issue

Titulaire de la Carte de Résidence N°(# d'Alien)

Bearer of Green Card N° (Alien #)

Résident(e) Permanent(e) Depuis

Permanent Resident Since

Date d'Arrivée aux Etats-Unis

Date of Arrival in the USA

Type de Visa

Visa Type

Ai l'honneur de solliciter la délivrance/le renouvellement d'une carte consulaire en ma faveur.

Have the honor to request for the issuance/renewal of a consular card in my favor.

Préciser le motif de votre requête:

Specify the reason for your request

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 [DO NOT FORGET TO SIGN]

Date

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