

**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

MOVING CERTIFICATE

The Embassy of Cameroon in the United States (Washington, DC) issues moving certificates for eligible individuals in our area of jurisdiction, which includes: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

(1) WHO IS ELIGIBLE?

- Cameroonian officials at the end of their tour of duty or appointment in the United States or in their country of assignment;
- Students or interns who were sponsored by the Cameroonian Government and who have completed their studies or internship.

(2) WHO IS NOT ELIGIBLE?

- Individuals who do not belong to the aforementioned categories;
- Holders of a permanent resident card (green card) or individuals who have acquired US citizenship or the citizenship of their country of residence through naturalization.

(3) PROCESSING TIME: Approximately SEVEN (07) business days from the time of reception of a complete application.

(4) APPLICATION PROCEDURE: BY MAIL ONLY.

(5) QUESTIONS? Send your inquiry/question by email to cs@cameroonembassyusa.org. Start the subject line of your email with the words 'Moving Certificate'. 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.

(6) 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 – MOVING CERTIFICATE

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 written request addressed to the Ambassador:** The applicant must ask in writing that a moving certificate 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*).
2. **Copies of: (1) Identification page of the applicant's VALID Cameroonian passport, (2) United States Entry Visa (3) Passport page bearing the entry stamp in the United States (confirming a stay of at least Six (6) months);**
3. **a. End-of-Mission Certificate OR Letter of Termination of Appointment/Mission for applicants who came to the United States in an Official capacity;**
b. Proof of Completion of Studies/Internship for Students/Interns who came to study or for an internship with the sponsorship of the Cameroonian Government;
4. **A list, signed by the applicant, of the personal belongings being shipped to Cameroon;**
5. **A copy of a Bill of Lading issued by the Carrier shipping those personal effects (if available);**
6. **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.