

**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

PHYSICAL CHECK SHEET OF A CNPS PENSION BENEFICIARY (FICHE DE CONTROLE PHYSIQUE D'UN BENEFICIAIRE DE PENSION CNPS)

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 "Attestation". 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 – ATTESTATION

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 as a CNPS pension beneficiary, a physical check sheet 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. Two (02) passport-size color photographs with white background** (both ears must be seen);
 - 3. A copy of the identification page of the applicant's Cameroonian passport;**
 - 4. A copy of the Cameroonian National Identity Card if available** (copy of front and back);
Note: At least one of the Cameroonian identity documents (Passport or National Identity Card) must be UNEXPIRED!
 - 5. Proof of CNPS Membership:** copy of CNPS membership card showing the insured number under which the individual receives their pension;
 - 6. Sworn statements by three witnesses + copies of their identification documents** (a physical check sheet cannot be issued without this documentation):
 - a. Notarized sworn statements by three (03) witnesses residing in the same area (city and state) as the applicant:** **The witnesses must specify the date when they have physically seen the applicant and testify that the applicant is alive.** The contact information (complete address and phone number) of each witness must be included in the sworn statement;
 - b. Proof of identification for each witness (copy of valid ID: state ID, driver's license, passport, green card);**
 - 7. Copies of immigration documents indicating the applicant's residency status in the United States:**
Proof of Residency Status in the United States:
 - 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.
 - 8. A \$5.46 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.**