

**EMBASSY OF THE REPUBLIC OF
CAMEROON**

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**AMBASSADE DE LA REPUBLIQUE DU
CAMEROUN**

2349 Massachusetts Avenue N.W.

Washington, DC 20008

www.cameroonembassyusa.org

**TRANSCRIPTION OF BIRTH CERTIFICATE
FOR A CHILD BORN IN THE UNITED STATES**

UNTIL FURTHER NOTICE, APPLICATIONS FOR TRANSCRIPTION OF A BIRTH CERTIFICATE MUST BE SUBMITTED BY MAIL ONLY!

For a child born in the United States **from at least ONE (01) Cameroonian parent**, the parent(s) may obtain a Cameroonian birth certificate by requesting for a transcription of birth certificate. The child must be **less than Three (03) years old at the time of the request** and must be born in the area of jurisdiction of the Embassy of Cameroon in Washington, D.C., which includes: the UNITED STATES OF AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

- (1) PROCESSING TIME:** **Approximately FOURTEEN (14) business days** from the time of reception of a **complete** application. This processing time may extend over 14 business days depending on the load of requests being processed.
- (2) APPLICATION PROCEDURE:** **BY MAIL ONLY. INCLUDE A PREPAID RETURN ENVELOPE WITH TRACKING FOR THE RETURN OF THE TRANSCRIBED BIRTH CERTIFICATE.**
- (3) QUESTIONS?** Send your inquiry/question by email to cs@cameroonembassyusa.org. Start the subject line of your email with the word "Transcription". 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:** Be advised that incomplete applications will be rejected!

Fill-out his section:

Surname _____ Given name(s) _____
of the child _____ of the child _____
As written on birth certificate *As written on birth certificate*

C/O (father or mother's full name) _____ Phone #: _____

MAIL YOUR COMPLETE APPLICATION IN A TRACKABLE ENVELOPE TO:

PLEASE KEEP YOUR TRACKING NUMBERS TO AND FRO FOR YOUR RECORDS

EMBASSY OF CAMEROON

Attn: CONSULAR SECTION – TRANSCRIPTION

2349 MASSACHUSETTS AVENUE NW, WASHINGTON, DC 20008

SUBMIT (1) COPY OF THIS CHECKLIST ALONG WITH THE DOCUMENTATION SPECIFIED BELOW:

- 1. A prepaid return envelope with tracking number (KEEP THE RETURN TRACKING NUMBER FOR YOUR RECORDS!) with the Embassy's information as the sender, and the applicant information as the recipient. Any application submitted without a trackable return envelope is at the applicant's risk and responsibility!**
 - Use FedEx, UPS, or the United States Postal Service (USPS). All shipping costs must be prepaid by having the return costs paid upfront at a FedEx, UPS or USPS location.
 - The Consular Section will not process any application lacking a prepaid return envelope with tracking.
 - It is not possible to pick up the travel document in person. It will be mailed once the processing is complete.
 - Ensure that tracking numbers are available on the original package sent to the Embassy and on the return package, and record those tracking numbers to enable yourself to monitor the progress of to and fro shipping operations.
 - Refer to FedEx, UPS, or USPS's websites, or visit one of their locations to get transit rates for return packages.
- 2. A written request addressed to the Ambassador, signed by both parents if they both are Cameroonians - if only one parent has Cameroonian citizenship, the Cameroonian parent must submit the written request and the other must provide a notarized letter authorizing the transcription. **These requests must bear the address and contact information (phone number) of the parents.****
- 3. A filled-out birth certificate form which will serve as template for the Cameroonian birth certificate; find a copy of the form below.**
- 4. Two (02) identical passport-size color photographs of the child, with white background (BOTH EARS MUST BE SEEN);**
- 5. The original U.S. birth certificate, to be retained on file at the Embassy as the parent(s) receive(s) the transcribed birth certificate.**
- 6. Photocopies of parents' passports (page(s) bearing identification and validity information + visa if available) from both parents if they are Cameroonians – if one parent is not a Cameroonian, they must submit only a photocopy (page(s) bearing identification and validity information) of their valid foreign passport;**
- 7. A copy of a document showing the parents' residency status (copy of entry visa in the United States or in their country of residence, copy of green card, copies of available immigration notices...);**
- 8. IF THE CHILD IS LESS THAN THREE (3) MONTHS OLD, the request is free of charge. IF THE CHILD IS THREE (3) MONTHS OR OLDER, a \$5.45 money order made payable to "Embassy of Cameroon". Payments with personal or business checks, credit cards and electronic payments ARE NOT accepted.**
- 9. Any additional documents deemed necessary for the processing of the request.**

PROVINCE _____
PROVINCE _____
DEPARTMENT _____
DIVISION _____
ARRONDISSEMENT _____
SUBDIVISION _____

REPUBLIQUE DU CAMEROUN
Paix – Travail - Patrie
REPUBLIC OF CAMEROON
Peace – Work - Fatherland

CENTRE D'ETAT CIVIL
CIVIL STATUS REGISTRATION CENTRE

De – Of _____

ACTE DE NAISSANCE _____
BIRTH CERTIFICATE _____ N° _____

Nom de famille de l'enfant _____
Surname of the child _____

Prénom(s) de l'enfant _____
Given name(s) of the child _____

Le – On the _____

Est né à – Was born in/at _____

Nom de famille de l'enfant _____
Surname of the child _____

Prénom(s) de l'enfant _____
Given name(s) of the child _____

De Sexe – Gender _____

De – Of _____

Né à – Born in/at _____

Le – On _____

Domicilié à – Residing at _____

Profession – Occupation _____

Et de – And of _____

Née à – Born in/at _____

Le – On _____

Domiciliée à – Residing at _____

Profession – Occupation _____

Dressé le _____
Drawn up on _____

Sur la déclaration de _____

In accordance with the declaration of _____

Lesquels ont certifié la sincérité de la présente déclaration,

Who attested to the truth of this declaration,

Par nous, _____ **Officier**

De l'état civil du centre de _____
By Us, Civil Status Registrar for _____ Centre

Assisté de _____ **Secrétaire d'Etat Civil.**

In the presence of _____ Civil Status Secretary.

Le Déclarant,

The Declarant

Signature de l'Officier d'Etat Civil :

Signature of Civil Status Registrar: