

CAMEROONIAN BIOMETRIC PASSPORTS

I. GENERAL INFORMATION

PLEASE READ THE INFORMATION CONTAINED HEREIN IN ITS ENTIRETY AS YOU PREPARE YOUR PASSPORT APPLICATION.

Passport applicants are advised of the following:

- **Cameroonian citizens must be aware that the Embassy of Cameroon no longer accepts passport extension requests, but ONLY Biometric Passport issuance/renewal requests; once the process is complete, the applicant receives a brand-new passport booklet and the previous passport is cancelled before being returned to its bearer.**
- **Applicants are advised to start the passport renewal process ONE (1) YEAR before the expiration date of their current passport, to account for processing or transmission delays.** Application files are forwarded to Cameroon for review, and once the process is complete, the newly issued passports are sent to the Embassy in Washington, DC, where they can be collected by their respective bearers.
- **For this process, passport applications must be submitted at the Embassy in Washington, DC, IN PERSON BY APPOINTMENT, BY THE APPLICANTS THEMSELVES; in the case of under-aged applicants, a parent or legal guardian must accompany the child to the Embassy.**

Note: PASSPORT APPLICATIONS CANNOT BE SUBMITTED BY MAIL. All passport applicants – including minors/children of all ages – must appear in person at the Embassy for this process that involves identifying the applicant and capturing biometric elements including fingerprints and height.

- **All Cameroonian citizens in the jurisdiction of the Embassy of Cameroon in Washington D.C. – which includes the UNITED STATES of AMERICA, MEXICO, COSTA RICA, the COMMONWEALTH of the BAHAMAS – must submit their application for a biometric passport at this Embassy.**
- **All eligible Cameroonian citizens who have not yet obtained a Biometric Passport are STRONGLY ADVISED to take steps to obtain it.**

II. PROCESSING TIME AND APPOINTMENT PROCEDURE

Applicants may begin the passport renewal process one year before their current passport expires, or any time after their passport has expired. Please note that passport appointments are typically booked several months in advance; there may be a significant wait time until the scheduled date for a passport appointment. The Consular Section therefore advises users to plan their visit early in order to account for such delays.

A. Processing Time

From the time an application is submitted, applicants must allow FIVE (5) to (7) MONTHS for the completion of the process.

Note: Once a passport is ready for pickup at the Embassy, a notification, listing options available to retrieve one's passport, will be sent by email to the recipient. It is advised to include cs@cameroonembassyusa.org to your list of email contacts to avoid seeing a notification from the Consular Section treated as undesired email or spam.

B. Appointment Procedure

It is **MANDATORY FOR ALL APPLICANTS** to schedule an appointment with the Consular Section prior to coming to the Embassy. **Access will systematically be DENIED to any passport applicant who comes to the Embassy without an appointment.**

- 01. Scheduling an appointment: Call (202) 265-8790 and dial Extension 8357.** Please, be courteous and patient as the Consular Section typically experiences a very high volume of calls. An agent will assist you in selecting an appointment date and time from the open slots on the schedule. **Specify the number and the name(s) of the individual(s) who will be submitting a passport application.**
- 02. Preparing for your appointment:** Carefully review the passport requirements contained in this document, to be well prepared with complete documentation when you come to your appointment. **Note that failure to submit a complete**

application may result in the rejection of said application, and in having to reschedule, which could induce significant delays in the processing of your request;

03. **Coming to your appointment:** On the day of your appointment and at the scheduled time, bring the complete application file(s) to the Consular Section located at

2349 MASSACHUSETTS AVENUE NW
WASHINGTON, DC 20008

Note: Only duly registered applicants will be allowed to enter the Embassy. People accompanying the applicant(s) will not be granted access except if they are accompanying a minor or a disabled person. Moreover, oversized or travel bags will not be allowed on the premises of the Embassy.

04. **IMPORTANT NOTES:**

- a. Each individual passport applicant must schedule an appointment with the Consular Section himself/herself. In the case of under-aged applicants, a parent or a legal guardian must contact the Consular Section to schedule an appointment for the minor.
- b. **In the case of families**, only one person needs to contact the Consular Section to schedule the appointment for the whole family. It will be required to indicate the number and the names of all persons coming to the appointment, whether they are applying or not. For example, if an under-aged applicant is accompanied by his father who is not applying himself, when scheduling the appointment, the father must give both names (his and the child's) – this is necessary to ensure that access will be granted to both the father and child.
- c. **The presence of an under-aged applicant IS REQUIRED for their application to be reviewed by the Consular Section.**
- d. **Once again, service/access will ONLY be granted to those persons whose names are registered when scheduling the appointment. This implies that failure to register one's name when scheduling the appointment will result in denial of service/access.**

III. REQUIREMENTS FOR PASSPORT APPLICATIONS

PASSPORT APPLICATIONS CANNOT BE SUBMITTED BY MAIL. All passport applicants must schedule an appointment and come in person to the Embassy for this process.

Applicants are advised to always verify the completeness of their application file prior to coming to the Embassy!!!

Please **bring** the following documents with you to the Embassy:

01. **Original Cameroonian passport, whether expired or valid:** If an applicant's passport was lost/stolen, **information about the lost document** – References, date and place of issue, photocopies if possible – **AND a police report for the loss or a report number to be verified** must be provided.
02. **Two (02) completed and signed "APPLICATION FOR PASSPORT" forms:** The forms (download [here](#)) must be and printed from the Embassy website and filled out entirely with accuracy **BEFORE COMING** to your appointment at the Embassy; please note that it will not be possible to obtain and fill out application forms on the spot at the Embassy.
03. **Passport Fee (\$136) + Application Fee (\$2) + Certification/Legalization Fees (\$2 per document): for a total of at least \$140 in most cases**, paid in Cash (***please bring exact change***), or as a Money Order or Cashier's Check payable to "Embassy of Cameroon". Additional certifications/legalization will require a \$2 fee per document to certify/legalize. Payments with personal or business checks, or credit cards ARE NOT accepted.
04. **Originals and copies of documents confirming the applicant's residency status in the United States or in their country of residence:**
 - For permanent residents: the **ORIGINAL** green card;
 - For applicants whose case is awaiting a final decision or about to start: provide any set of documents justifying that a procedure of adjustment of status is in progress or about to start;
 - For international students in American schools: **original 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.
05. **Four (04) identical passport-size color photographs with white background:** Photos must be taken prior to coming to the Embassy – Any application submitted without photos is incomplete and will be rejected.
Passport Photo Requirements:
 - Color Photos with plain white background – 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;
- Neck, chin, nose, forehead, both ears and eyes must be perfectly visible;
- Natural facial expression (the mouth must be closed, no smiling or frowning);
- **Prohibited items:** Eyeglasses and head-covering or other accessories (hat, scarf, hairclip).
- The photo must reflect the real complexion of the applicant and must not present any area of shadow.

Note: Photos that are deemed unacceptable will be REJECTED!

- 06. The original and a full photocopy of the Cameroonian Birth Certificate:** A certified true copy of the birth certificate will be established at the Embassy upon presentation of the original which will be handed back to the applicant.
If a birth certificate was established following a court judgement (*Jugement Supplétif*), both original documents (court declaration + birth certificate) are required and must be provided by the applicant.

Notes:

- (1) **A passport application CANNOT be processed without a birth certificate.** Any file lacking the birth certificate will not be reviewed by the Consular Section.
- (2) **If the original birth certificate is not available,** please obtain the following set of documents from the town/city hall of the area where your birth certificate was established, prior to submitting your passport application file:
- **A Certified True Copy of the Birth Certificate,**
 - **A Certificate of Conformity and Existence of the birth certificate:** this document shall confirm:
 - a. That a leaf of the original birth certificate exists and is available within the archives of the town/city hall;
 - b. That the information on the certified true copy is identical to that on said leaf of original birth certificate.
- The original copies will be kept in the applicant's passport application file and forwarded to Cameroon as part of the application file. **Also, the set (Certified True Copy + Certificate of Conformity and Existence) must be dated less than 3 months at the time when they are presented at the Embassy in DC.**

- 07. The original and/or a photocopy (front and back) of the Cameroonian National Identity Card, if available.**

- 08. A photocopy of the applicant's U.S. issued driver's license or state I.D. if available.**

- 09. Proof of profession:** Copy of student I.D. + enrollment verification letter from the school for students, or
 Copy of work ID + employment verification letter confirming the profession/title/position of a passport applicant
 Copies of any available documents.

- 10. Minor applicants (Under 20 years old):**

- Application forms must be signed by a parent or a legal guardian; if the child is under the care of a legal guardian, copies of documents assigning guardianship must be provided.
- Parental authorization for the issuance/renewal of the minor's Cameroonian passport, and a valid proof of identification (Passport, National Identity Card) from the parent/legal guardian issuing said authorization; the parental authorization must be signed by the parent(s) or guardian(s) accompanying the child at the time of the application and will be legalized at the Embassy.
- For Children who came to the United States with photos attached to their parents' passports, please provide copies of relevant passport pages.
- For children born in the United States from at least one Cameroonian parent, a transcription of the American Birth Certificate must be established prior to filing the passport request at the Embassy. Please, refer to the requirements for transcription of a birth certificate for information regarding this process.

- 11. For married women, original of their 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.

V. IMPORTANT GENERAL INFORMATION

- 01.** Cameroonian citizens requesting the services of the Embassy are advised that, per Cameroon Law, they can bear **ONE AND ONLY ONE** passport!
- 02.** The Embassy will request any additional documents deemed necessary for the processing of any passport application.
- 03.** Application forms can be downloaded [here](#).
- 04.** For any questions related to the passport application process or requirements, please call **(202) 265-8790**, or send an email to cs@cameroonembassyusa.org. The title of your email should give an idea about the problem/issue/question that you would like the Consular Section to address. You may expect a response within 2 to 3 business days, or longer depending on the volume of emails that the Consular Section must reply to.