

**EMBASSY OF THE REPUBLIC
OF CAMEROON**

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**AMBASSADE DE LA REPUBLIQUE
DU CAMEROUN**

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MORTUARY TRAVEL DOCUMENT

For Repatriation of Human Remains to Cameroon

The Embassy of Cameroon in the United States (Washington, DC) issues authorizations for the repatriation of the remains of decedents who have passed away in our area of jurisdiction: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.

- (1) **PROCESSING TIME:** Approximately **THREE (03) business days** from the time of reception of an admissible application file.
- (2) **APPLICATION PROCEDURE:** Applications must be submitted by the funeral home **BY MAIL ONLY**. The mortuary travel document documentation will also be mailed back to the funeral home once ready. Follow the steps (a), (b) and (c) below:

(a) **Fill-out his section:** Decedent's Full Name: _____

Name and phone number of a family relative/point of contact (Specify the relationship with the decedent): _____

Name of the _____ Funeral Home	Name of: _____ Contact Person	Phone #: _____
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- (b) **Documents to submit:** **One (1) filled-out copy [Section (2)(a) above] of THIS page as a cover page for the application file + One (1) set of originals + Three (3) sets of copies [In total, 4 sets] of the documentation specified below:** Be advised that copies will not be made by the Consular Section and that Incomplete applications may be returned and experience significant delays.

1. **Proof of Cameroonian citizenship of the deceased:** Cameroonian Passport, Birth Certificate, or National Identity Card.
For deceased U.S. Citizens of Cameroonian origin: The original U.S. passport or a copy of the U.S. naturalization certificate, and any available documents attesting to their Cameroonian roots (former Cameroonian passport, birth certificate or National Identity Card).
2. **Original Death certificate.**
3. **Transit and burial permit** specifying the final resting place in Cameroon.
4. **Letter or affidavit from the doctor** certifying that the remains are free from any contagious disease. **If the death resulted from Covid-19, Letter or affidavit from the doctor** certifying that the decedent passed away from a communicable disease (Covid-19) or that the remains may not be free from a contagious disease.
5. **5.1 Human Remains: Embalming certification** from the funeral home.
 The deceased must be placed in a sealed casket and the casket must contain only the body and necessary clothing.
If the death resulted from Covid-19, the deceased must be placed in a sealed zinc casket equipped with a filtration system, and the case must contain only the body and necessary clothing. **A photo of the casket (not containing the body) must be provided.**
 - **A notarized letter of certification from the funeral home** confirming that the casket is free from all contamination, and that the remains were handled in observance of applicable guidelines/safety precautions set forth by the Centers for Disease Controls (CDC) and the World Health Organization (WHO) for handling cases of Covid-19 deaths, including thorough decontamination of materials and surfaces that have been in contact with the remains.
 - **A representative of the family of the deceased** must provide a notarized statement indicating that they received confirmation from the funeral home that the casket is free from all contamination.
- 5.2 Cremated Remains: Cremation certification** from the funeral home.
 The decedent's ashes must be placed in a polyurethane bag and enclosed in an urn.
6. **Fees (new):** A \$181.82 POSTAL MONEY ORDER made payable to "Embassy of Cameroon". The name of the funeral home along with the decedent's name must be specified in the "Memo" area of the money order for proper attribution.
7. **A Prefectural Order** from the Senior Divisional Officer territorially competent in the city where the mortal remains will enter Cameroon, authorizing that those remains be transferred (through Douala or Yaoundé, whichever applies) to their final destination.
8. **An authorization to bury** issued by competent administrative or traditional authorities in the locality where the body will be interred.
Note: Items 7 (Prefectural Order) and 8 (Authorization to Bury) must be obtained in Cameroon by the family of the decedent, and provided to the funeral home before sending the request to the Embassy. **Scanned legible copies of those documents are accepted.**
9. **Tentative travel itinerary from travel agency.**
10. **Any additional document deemed necessary for processing the request. In this case, the Consular Section will contact you.**

- (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 – TRAVEL DOCUMENT
 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 "Mortuary Travel Document". 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.