

## CERTIFICATIONS / LEGALIZATIONS

### INTRODUCTION

The Embassy of Cameroon in Washington, DC, processes various types of certifications and legalizations including:

- Certified true copy of an original Cameroonian document (passport, birth certificate, diploma, etc.),
- Life Certificate (Certificat de Vie),
- Non-Employment Attestation (Attestation de Non-Fonction),
- Non-Remarriage Attestation (Attestation de Non-Remariage),
- Attestation of Celibacy (Attestation de Célibat),
- Physical Check Sheet of a CNPS Beneficiary (Fiche de Contrôle Physique d'un Bénéficiaire-CNPS),
- Procuration/Power of Attorney/Legalization of the Signature for Cameroonian citizens,
- Legalizations of documents for non-Cameroonian citizens for use in Cameroon: certified copies of documents (diploma, birth certificate, passport, etc.) – Power of attorney/Legalization of the Signature for non-Cameroonian citizens,
- Moving Certificate.

Eligible applicants must reside in the 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. Instructions/requirements for submitting each type of request are outlined in the following sections of this document.

### PROCESSING TIME AND APPLICATION PROCEDURE

The processing time for **Certification/Legalization requests** is **approximately THREE (3) business days**. This processing time may extend over three (3) business days depending on the load of requests being processed by the Consular Section.

**Certifications/legalizations requests must be submitted to the Embassy in Washington, D.C., IN PERSON BY APPOINTMENT, or BY MAIL.**

#### **(1) IN-PERSON**

To apply **IN PERSON**, applicants or their agents must first schedule an appointment (*see appointment scheduling procedure below*), then prepare a complete application file including an **Application Submission Sheet** (*download from the Embassy website, cut along the line, fill out both sides of the half-sheet and staple to the application file*). In case of multiple requests, each file must bear the application submission sheet. When submitting the application file, half of the application submission sheet will remain with the file, and the other will be given as a receipt to the applicant or their agent.

#### APPOINTMENT WITH THE CONSULAR SECTION

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 applicant who comes to the Embassy without an appointment.**

- 01. Scheduling an appointment:** Call **(202) 265-8790** and dial **Extension 8357**. An agent will assist you in selecting an appointment date and time from the open slots on the schedule. **Specify the number and the types of requests** that you intend to submit.
- 02. Preparing for your appointment:** Carefully review the requirements in this document, in order to be well prepared when you come to your appointment. **Note that failure to submit a complete application file may result in its rejection, and in having to reschedule your appointment, 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 to the Consular Section of the Embassy located at

**2349 MASSACHUSETTS AVENUE NW  
WASHINGTON, DC 20008**

#### **04. IMPORTANT NOTES:**

- a. Each person coming to the Embassy in person to submit a certification/legalization application for themselves or for a third party must schedule an appointment with the Consular Section. In the case of under-aged applicants, a parent, a legal guardian, or an agent 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. Note that the presence of an under-aged person is not required for a certification/legalization application to be submitted to 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.

## (2) **BY MAIL**

To apply **BY MAIL**, send the complete application file(s) to the following address:

**Embassy of the Republic of Cameroon  
Consular Section  
2349 Massachusetts Avenue NW  
Washington, DC 20008**

Applicants must provide a **prepaid return envelope with tracking**, addressed from the Embassy (address above) to the applicant (indicate applicant's full name and address). They may use FedEx, UPS, or the United States Postal Service (USPS). All shipping costs must be covered by having the return costs paid upfront at a FedEx, UPS or USPS location, or an account/credit card number on the shipping label to charge for the service.

**PLEASE BE ADVISED THAT THE CONSULAR SECTION WILL NOT START PROCESSING AN APPLICATION IF THERE IS NO PREPAID RETURN ENVELOPE THAT SATISFIES THE ABOVE REQUIREMENTS.**

### **NOTES:**

- **Senders of application files by mail must ensure that tracking numbers are available on the original package sent to the Embassy and on the return package, and must record those tracking numbers to enable themselves to monitor the progress of both shipping operations:** It is not the Embassy's duty to provide return tracking numbers, whether by phone or by email, but rather the responsibility of the applicant to ensure that they retain this information in the first place.
- **For applications sent by mail, the applicant CANNOT come in person to pick up their documents.** Their return package will be mailed once the processing is complete.
- Refer to FedEx, UPS, or USPS's websites, or visit one of their locations to get transit rates for return packages; the Consular Section does not have that information!
- If tracking information indicates that a package has been delivered to the Embassy, the sender should rely on that tracking information and refrain from calling or emailing the Consular Section to verify the information.

## **REQUIREMENTS FOR CERTIFICATION/LEGALIZATION APPLICATIONS**

### **I. REQUIREMENTS FOR ESTABLISHING A CERTIFIED TRUE COPY OF AN OFFICIAL CAMEROONIAN DOCUMENT: PASSPORT, BIRTH CERTIFICATE, DIPLOMA, ETC.**

Please submit the following documentation:

- **A written request signed by the applicant to the attention of the Ambassador**, asking that a certified true copy of said document be established for their benefit – In this request, the applicant should state the purpose of their request, and include their contact information (*complete address, phone number and email address*). **This request must be notarized if applying by mail.**
- **Note:** Please be aware that one cannot request a certified true copy of a Cameroonian document belonging to someone else; it must be the person whose name appears on the document or a parent/guardian if the person for whom the application is submitted is a minor – Note however that an agent can may come and submit a complete application file to the Embassy on behalf of the applicant.
- **The original document:** passport, birth certificate, diploma, etc;
- **A full and clear copy/photocopy of the document for which a certified true copy must be established:** any copy of a document that does not meet this condition will be deemed unacceptable and the application will be rejected;
- **A copy of the identification page of the applicant's passport** (whether it is a Cameroonian passport or a US passport);
- **A copy of a document indicating the applicant's residency status in the United States** (Examples, see [NOTES](#) below);
- **Fees paid in cash (*in-person only – please, bring exact change*) or as a money order made payable to "Embassy of Cameroon" (*in-person or by mail*):** There is a one-time \$2 application fee, plus \$2 certification fee for each certified true copy requested.
- **If applying in person**, a filled-out application submission sheet; **if applying by mail**, a self-addressed prepaid return envelope with a tracking number.

## **II. REQUIREMENTS FOR ESTABLISHING A LIFE CERTIFICATE FOR A CAMEROONIAN CITIZEN.**

Please submit the following documentation:

- **A written request addressed to the Ambassador:** The applicant must ask in writing that a life certificate be established for their benefit – In this request, the applicant should state the purpose of their request, and include their contact information (*complete address, phone number and email address*). **This request must be notarized if applying by mail.**
- **A copy of the identification page of the applicant's Cameroon passport;**
- **A copy of the Cameroonian Birth Certificate;**
- **A copy of the Cameroonian National Identity Card if available** (copy of front and back);
- **A copy of a document indicating the applicant's residency status in the United States** (Examples, see [NOTES](#) below);
- **Proof of address in the United States:** copy of state-issued driver's license, phone/gas/electric bill, or any other proof of address;
- **Fees paid in cash (*in-person only – please, bring exact change*) or as a money order made payable to "Embassy of Cameroon" (*in-person or by mail*):** \$2 application fee + \$2 certification fee for a total of \$4.00.
- **If applying by mail:** **Notarized sworn statements by three (3) witnesses residing in the same area as the applicant, testifying that they have physically seen the applicant and that the applicant is alive AND proof of identification (copy of valid ID) and contact information (complete address and phone number) of said witnesses;**
- **If applying in person,** a filled-out application submission sheet; **if applying by mail,** a self-addressed prepaid return envelope with a tracking number.

## **III. REQUIREMENTS FOR ESTABLISHING A NON-EMPLOYMENT ATTESTATION (ATTESTATION DE NON-FONCTION).**

Please submit the following documentation:

- **A written request addressed to the Ambassador:** The applicant must ask in writing that a non-employment attestation be established for their benefit – In this request, the applicant should state the purpose of their request, and include their contact information (*complete address, phone number and email address*). **This request must be notarized if applying by mail.**
- **A copy of the identification page of the applicant's Cameroon passport;**
- **A copy of the Cameroonian Birth Certificate;**
- **A copy of the Cameroonian National Identity Card if available** (copy of front and back);
- **Copy of a document confirming the former position in Cameroon before retirement or termination of employment if available:** Attestation from former employer, Retirement Decision (*Décision de Départ ou de Mise à la Retraite*), etc;
- **A copy of a document indicating the applicant's residency status in the United States** (Examples, see [NOTES](#) below);
- **Fees paid in cash (*in-person only – please, bring exact change*) or as a money order made payable to "Embassy of Cameroon" (*in-person or by mail*):** \$2 application fee + \$2 certification fee for a total of \$4.00.
- **Notarized sworn statements by three (3) witnesses residing in the same area as the applicant, specifying their relationship to the applicant and testifying that the latter is not employed in any capacity AND proof of identification (copy of valid ID) and contact information (complete address and phone number) of said witnesses;**
- **If applying in person,** a filled-out application submission sheet; **if applying by mail,** a self-addressed prepaid return envelope with a tracking number.

## **IV. REQUIREMENTS FOR ESTABLISHING AN ATTESTATION OF NON-REMARriage (ATTESTATION DE NON-REMARriage).**

Please submit the following documentation:

- **A written request addressed to the Ambassador:** The applicant must ask in writing that an attestation of non-remarriage be established for their benefit – In this request, the applicant should state the purpose of their request, and include their contact information (*complete address, phone number and email address*). **This request must be notarized if applying by mail.**
- **A copy of the identification page of the applicant's Cameroon passport;**
- **A copy of the Cameroonian National Identity Card if available** (copy of front and back);
- **A copy of a divorce decree or of the former spouse's death certificate** (whichever applies);
- **Notarized sworn statements by three (3) witnesses living in the same area as the applicant, specifying their relationship to the applicant and testifying that the latter did not remarry AND proof of identification (copy of valid ID) and contact information (complete address and phone number) of said witnesses;**
- **A copy of a document indicating the applicant's residency status in the United States** (Examples, see [NOTES](#) below);
- **Fees paid in cash (*in-person only – please, bring exact change*) or as a money order made payable to "Embassy of Cameroon" (*in-person or by mail*):** \$2 application fee + \$2 certification fee for a total of \$4.00.
- **If applying in person,** a filled-out application submission sheet; **if applying by mail,** a self-addressed prepaid return envelope with a tracking number.

## **V. REQUIREMENTS FOR ESTABLISHING AN ATTESTATION OF CELIBACY (ATTESTATION DE CELIBAT).**

Please submit the following documentation:

- **A written request addressed to the Ambassador:** The applicant must ask in writing that an attestation of celibacy be established for their benefit – In this request, the applicant should state the purpose of their request, and include their contact information (*complete address, phone number and email address*). **This request must be notarized if applying by mail.**
- **A copy of the identification page of the applicant’s Cameroonian passport;**
- **A copy of the Cameroonian Birth Certificate;**
- **A copy of the Cameroonian National Identity Card if available** (copy of front and back);
- **Notarized sworn statements by three (3) witnesses residing in the same area as the applicant, specifying their relationship to the applicant and testifying that the latter is single AND proof of identification and contact information** (complete address and phone number) **of said witnesses;**
- **A copy of a document indicating the applicant’s residency status in the United States** (Examples, see [NOTES](#) below);
- **Fees paid in cash (*in-person only – please, bring exact change*) or as a money order made payable to “Embassy of Cameroon” (*in-person or by mail*):** \$2 application fee + \$2 certification fee for a total of **\$4.00.**
- **If applying in person,** a filled-out application submission sheet; **if applying by mail,** a self-addressed prepaid return envelope with a tracking number.

#### **VI. REQUIREMENTS FOR ESTABLISHING A PHYSICAL CHECK SHEET OF A CNPS BENEFICIARY (FICHE DE CONTROLE PHYSIQUE D’UN BENEFICIAIRE DE PENSION CNPS).**

Please submit the following documentation:

- **A 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 include their contact information (*complete address, phone number and email address*). **This request must be notarized if applying by mail.**
- **2 passport-size color photographs with white background** (both ears must be seen);
- **A copy of the identification page of the applicant’s VALID Cameroonian passport;**
- **A copy of the VALID 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!***
- **A copy of a document indicating the applicant’s residency status in the United States** (Examples, see [NOTES](#) below);
- **Proof of CNPS Membership:** copy of CNPS membership card showing the insured number under which the individual receives their pension;
- **Fees paid in cash (*in-person only – please, bring exact change*) or as a money order made payable to “Embassy of Cameroon” (*in-person or by mail*):** \$2 application fee + \$2 certification fee for a total of **\$4.00.**
- **if applying by mail:** **Notarized sworn statements by three (3) witnesses residing in the same area as the applicant, attesting that they have physically seen the applicant and that the applicant is alive AND proof of identification and contact information** (complete address and phone number) **of said witnesses;**
- **if applying in person,** a filled-out application submission sheet; **if applying by mail,** a self-addressed prepaid return envelope with a tracking number.

#### **VII. REQUIREMENTS FOR OBTAINING A PROCURATION/POWER OF ATTORNEY/LEGALIZATION OF SIGNATURE FOR CAMEROONIAN CITIZENS.**

Please submit the following documentation:

- **A written request addressed to the Ambassador:** The applicant must ask in writing that a power of attorney be legalized for their benefit – In this request, the applicant should state the purpose of their request, and include their contact information (*complete address, phone number and email address*). **This request must be notarized if applying by mail.**
- **The written Document/Power of Attorney/Procuration (signed by the applicant) – The applicant may download and fill out the procuration/power of attorney available [here](#) OR write their own Document/Power of Attorney:** Note that in the formulation of the Power of Attorney, the applicant should indicate for themselves, and also for the person to whom they are issuing the document: **the type of ID (Valid Cameroonian Passport OR National Identity Card), the number, date and place of issuance of said document, and their contact information** (Complete address, phone number and email address);
- **If requesting a Power of attorney for matters related to a bank account, a piece of land, or other type of property:** **Provide proof of ownership** of the bank account (copy of bank statement, cancelled check, etc.), piece of land (copy of land title in owner’s name), or proof of ownership of other type of property;
- **For both the applicant and the beneficiary:** **Copy of VALID Cameroonian passport identification page AND/OR Copy of valid Cameroonian National Identity card (front and back);**
- **A copy of a document indicating the applicant’s residency status in the United States** (Examples, see [NOTES](#) below);
- **Fees paid in cash (*in-person only – please, bring exact change*) or as a money order made payable to “Embassy of Cameroon” (*in-person or by mail*):** \$2 application fee + \$2 legalization fee for a total of **\$4.00.**
- **if applying in person,** a filled-out application submission sheet; **if applying by mail,** a self-addressed prepaid return envelope with a tracking number.

## **VIII. REQUIREMENTS FOR LEGALIZATION OF DOCUMENTS FOR NON-CAMEROONIAN CITIZENS FOR USE IN CAMEROON.**

To obtain certified copies of foreign official documents such as diplomas, birth certificates, passports, and other documents, or to obtain a procuration / power of attorney / legalization of signature for a non-Cameroonian citizen residing in the jurisdiction of the Embassy of Cameroon in Washington, DC, please submit the following documentation:

- **A notarized written request addressed to the Ambassador:** The applicant must ask in writing that a certified copy or power of attorney be legalized for their benefit – In this request, the applicant should state for what purpose the document is requested, and include their contact information (*complete address, phone number and email address*);
  - **The document to legalize, authenticated with an apostille issued by the United States Department of State.** For details regarding the process of obtaining an apostille, please visit the website of the Office of Authentications of the U.S. Department of State (click [here](#)).
- Note:** For requests for power of attorney, **in the formulation of the document**, the applicant should indicate for themselves, and also for the person to whom they are providing the document: **the type of ID (Valid foreign passport OR other identity document), the number, date and place of issuance of said document, and their contact information** (Complete address, phone number and email address);
- **If requesting for a Power of attorney for matters related to a bank account, a piece of land, or other type of property: Provide proof of ownership** of the bank account (copy of bank statement, cancelled check, etc.), piece of land (copy of land title in owner's name), or proof of ownership of other type of property;
  - For requests for power of attorney, **copy of valid foreign passport identification page for the applicant, and copy of valid passport identification page or Cameroonian national identity card (front and back) for the beneficiary;**
  - **A copy of a document indicating the applicant's residency status in the United States** (if a U.S. citizen, a copy of the identification page of the U.S. passport, if a non-U.S. citizen, see [NOTES](#) below);
  - **Fees paid in cash (*in-person only – please, bring exact change*) or as a money order made payable to “Embassy of Cameroon” (*in-person or by mail*):** \$2 application fee + \$2 legalization fee for a total of **\$4.00**.
  - **If applying in person**, a filled-out application submission sheet; **if applying by mail**, a self-addressed prepaid return envelope with a tracking number.

## **IX. REQUIREMENTS FOR OBTAINING A MOVING CERTIFICATE (CERTIFICAT DE DEMENAGEMENT).**

Please submit the following documentation:

- **A 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 the purpose of their request, and include their contact information (*complete address, phone number and email address*). **This request must be notarized if applying by mail.**
- **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);**
- **End-of-Mission Certificate OR Letter of Termination of Appointment/Mission (For applicants who came to the United States in an Official capacity) OR Proof of Completion of Studies/Internship (For Students);**
- **List (signed by the applicant) of personal belongings being shipped to Cameroon;**
- **Bill of Lading issued by the Carrier shipping those personal effects (if available);**
- **\$2.00 application fee paid in cash (*in-person only – please, bring exact change*) or as a money order made payable to “Embassy of Cameroon” (*in-person or by mail*):.**
- **If applying in person**, a filled-out application submission sheet; **if applying by mail**, a self-addressed prepaid return envelope with a tracking number.

### **NOTES:**

#### **Proof of Residency Status in the United States:**

**Photocopies** of immigration documents must accompany any request submitted to the Embassy of Cameroon:

- 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.

## **IMPORTANT GENERAL INFORMATION**

- 01. THE EMBASSY WILL REQUEST ANY ADDITIONAL DOCUMENTS DEEMED NECESSARY FOR THE PROCESSING OF ANY CERTIFICATION, LEGALIZATION, OR OTHER REQUEST.**
- 02.** For questions related to the certification / legalization process or requirements, please call **(202) 265-8790**, or send an email to [cs@cameroonembassyusa.org](mailto: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.