

REQUIREMENTS FOR CONSULAR CARD

The processing time for a Consular Card application is **approximately SEVEN (7) business days**.

Applications can be submitted to the Embassy in Washington, D.C., **IN PERSON BY APPOINTMENT, or BY MAIL**.

(1) IN PERSON

A. APPLICATION PROCEDURE

To apply **IN PERSON**, applicants must 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*). 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.

It is **MANDATORY FOR ALL APPLICANTS** to schedule an appointment with the Consular Section prior to coming to the Embassy. **Note that access will systematically be DENIED to anyone who comes to the Embassy without an appointment.**

- 01. Scheduling an appointment:** Call the appointment line: **(202) 286-0984**. 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 applying for a consular card.**
- 02. Preparing for your appointment:** Carefully review the passport requirements contained in this document, to be fully 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 your having to reschedule another appointment later, 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

**3007 TILDEN STREET NW
WASHINGTON, DC 20008**

04. IMPORTANT NOTES:

- a. Each individual passport applicant must schedule an appointment with the Consular Section. In the case of under-aged applicants (Under 20 years-old), 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.**

B. REQUIREMENTS

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

- 01. Original valid Cameroonian passport:** 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 Consular Card" forms:** The forms must be 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. Two (02) passport-size 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);
- Eyeglasses and head-covering accessories (hat, scarf, hairclip) are prohibited.
- 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!

04. Consular Card Fee (\$10) paid in cash (only for applications submitted in person – please bring exact change) or in the form of a money order, certified check, or cashier’s check. Payments with personal checks, checks drawn from a business bank account, or credit cards WILL NOT be accepted, and will result in delays or in the rejection of the consular card application as a whole.

05. Originals of documents showing the applicant’s residency status in the United States or in their country of residence:

- For permanent residents: **original** 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.

06. A photocopy front and back of the applicant’s Cameroonian National Identity Card if available.

07. A photocopy of the applicant’s Cameroonian Birth Certificate.

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. and enrollment verification letter from the school for students, or copy of work ID and letter from the employer confirming the profession/title/position of a passport applicant, or copies of other available documents.

10. Consular Cards for minors (Under 20 years-old):

- a. The application forms must be signed by a parent or a legal guardian and the nature of the relationship between the under-aged applicant and the signer must be specified in parenthesis (Example: *father, mother, or legal guardian*); if the minor is under the care of a legal guardian, **photocopies** of any documents assigning guardianship must be provided.
- b. Photocopy of the child’s Birth Certificate;
- c. Photocopy of the parents or guardians’ passports.

11. Married women: Photocopy of the U.S. or Cameroonian Marriage License – 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.

12. A filled-out application submission sheet.

(2) BY MAIL

A. APPLICATION PROCEDURE

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

**EMBASSY OF THE REPUBLIC OF CAMEROON
CONSULAR SECTION – SUITE 5M
3007 TILDEN STREET NW
WASHINGTON, DC 20008**

For the shipping of their consular card once the processing is complete, applicants must provide a **prepaid return envelope** addressed from the Embassy (address above) to them (indicate applicant’s name and full 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.

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.

B. REQUIREMENTS

Please **mail** the following documentation to the Embassy:

- 01. Notarized letter of request signed by the applicant to the attention of the Ambassador,** asking that a consular card be established for their benefit.
- 02. Copy of valid Cameroonian passport and entry visa in the United States or in the applicant's country of residence:** 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.
- 03. Two (02) completed and signed "Application for Consular Card" forms:** The forms must be printed from the Embassy website and filled out entirely with accuracy.
- 04. Two (02) passport-size photographs with white background:** Any application submitted without photos is incomplete and will be rejected.
Passport Photo Requirements:
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 - Eyeglasses and head-covering accessories (hat, scarf, hairclip) are prohibited;
 - 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!**
- 05. Consular Card Fee (\$10) paid in the form of a money order, certified check, or cashier's check. Payments with personal checks, checks drawn from a business bank account, or credit cards WILL NOT be accepted, and will result in delays or in the rejection of the consular card application as a whole.**
- 06. Copies of documents showing the applicant's residency status in the United States or in their country of residence:**
 - For permanent residents: **notarized copy (front and back) 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.
- 07. A photocopy** front and back of the applicant's Cameroonian National Identity Card if available.
- 08. A photocopy** of the applicant's Cameroonian Birth Certificate.
- 09. A photocopy** of the applicant's U.S. issued driver's license or state I.D. if available.
- 10. Proof of profession:** Copy of student I.D. and enrollment verification letter from the school for students, or copy of work ID and letter from the employer confirming the profession/title/position of a passport applicant, or copies of other available documents.
- 11. Consular Cards for minors:**
 - a.** The application forms must be signed by a parent or a legal guardian and the nature of the relationship between the under-aged applicant and the signer must be specified in parenthesis (Example: *father, mother, or legal guardian*);

if the child is under the care of a legal guardian, **photocopies** of any documents assigning guardianship must be provided.

- b. Photocopy of the child's Birth Certificate;
 - c. Photocopy of the parents or guardians' passports.
- 12. Married women:** Photocopy of the U.S. or Cameroonian Marriage License – **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.
- 13.** a self-addressed prepaid return envelope with a tracking number.

IMPORTANT GENERAL INFORMATION

- 01. All Cameroonian citizens residing in the area of jurisdiction of the Embassy of Cameroon in the United States are advised to register with the Consular Section to obtain a consular card.**
- 02. Holders of Cameroonian Consular Cards are advised to notify this Embassy of any change of profession, address, phone number or email address within 30 days.**
- 03. The Consular Section will request any additional documents deemed necessary for the processing of any request.**
- 04.** Application forms can be downloaded [here](#).
- 05.** For questions related to the certification / legalization process or requirements, please call **(202) 265-8790 Ext. 113 or Ext. 303**, 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.