

**EMBASSY OF THE REPUBLIC OF
CAMEROON**

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**AMBASSADE DE LA REPUBLIQUE DU
CAMEROUN**

3400 International Drive, N.W.
Washington, DC 20008
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**TRANSCRIPTION OF BIRTH CERTIFICATE
FOR A CHILD BORN IN THE UNITED STATES**

If a child is born in the United States **from at least ONE (1) Cameroonian parent**, the parent(s) may obtain a Cameroonian birth certificate by requesting for a transcription of birth certificate from this Embassy if the child is **less than Three (3) years old at the time when the request is submitted**.

To obtain a Transcription of Birth Certificate, please provide the following documents:

1. **A written request addressed to the Ambassador** and signed by both parents if they both are Cameroonians - if only one parent is Cameroonian, the Cameroonian parent must submit the written request and the other must provide a notarized letter authorizing the transcription.
2. **A filled-out birth certificate form** which will serve as a template for the child's Cameroonian birth certificate; the form can be downloaded [here](#).
3. **Two (02) identical passport-size color photographs of the child**, with white background (BOTH EARS MUST BE SEEN);
4. **The original U.S. birth certificate which will be kept on file at the Embassy** while the transcribed Cameroonian birth certificate is issued to the parent(s).
5. 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;
6. A copy of a document showing the parents' residency status (green card, any correspondence from the immigration...),
IF THE CHILD IS LESS THAN THREE (3) MONTHS OLD, NO FEE is required for this type of request
IF THE CHILD IS MORE THAN THREE (3) MONTHS OLD, fees that apply include:
7. **\$2.00 Application Fee + \$2.00 Legalization Fee (TOTAL: \$4.00)** 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 ARE NOT accepted, and will result in delays or in the rejection of the application as a whole;
NOTE: The Embassy will not be responsible for refunding or completing fees of applications that are submitted with the incorrect fee (money orders of an amount that is either lower or higher than the fees indicated above).

PROCESSING TIME AND APPLICATION PROCEDURE

PROCESSING TIME

The processing time for a transcription of birth certificate is approximately **FOURTEEN (14) business days**. This processing time may extend over 14 business days depending on the load of requests under review by the Consular Section.

APPLICATION PROCEDURE

Applications for a transcription of birth certificate 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*). If submitting multiple requests, each individual 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.

HOW TO SCHEDULE AN APPOINTMENT WITH THE CONSULAR SECTION

To apply in person, 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 any applicant who comes to the Embassy without having scheduled an appointment.**

01. **Scheduling an appointment:** Please 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 of requests** that you intend to submit.

02. **Preparing for your appointment:** Please, carefully review the requirements for transcription of birth certificate above, 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 to the Consular Section of the Embassy located at

**CONSULAR SECTION – SUITE 5M
3007 TILDEN STREET NW
WASHINGTON, DC 20008**

04. **IMPORTANT NOTES:**

a. Each person coming to the Embassy in-person to submit any application must schedule an appointment with the Consular Section and service/access will **ONLY** be granted to those persons whose names are registered when scheduling the appointment.

b. Note that the physical presence a child is not required to submit a request for transcription of birth certificate to the Consular Section.

(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 – SUITE 5M
3007 TILDEN STREET 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 ENVELOP 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.

IMPORTANT GENERAL INFORMATION

01. The Consular Section will request any additional documents deemed necessary for the processing of any request.
02. For any questions related to the Birth Certificate Transcription 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.