

CAMEROONIAN TRAVEL DOCUMENT

WHAT IS A TRAVEL DOCUMENT OR “LAISSEZ-PASSER” OR SAUF-CONDUIT?

A **Travel Document** can be issued to any eligible Cameroonian citizen who desires to travel to Cameroon, but who does not possess a valid passport. Eligible Cameroonian citizens must reside in the area of jurisdiction of the Embassy of Cameroon in the Washington, D.C., which includes: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS. The Travel Document is an alternative for those Cameroonians whose passport was lost/stolen or has expired, and who need to travel to Cameroon on an **emergency basis**. The Travel Document is a “**pass**” that enables those travelers to return to their home country without needing an actual passport.

PROCESSING TIME AND APPLICATION PROCEDURE

The processing time for a Travel Document application is **approximately SEVEN (7) business days**. Travelers should plan their trip accordingly and be aware that the processing time may extend over the seven (7) business days during peak periods such as before and during the summer or Christmas holidays, when the volume of requests submitted to the Embassy is usually higher.

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

(1) IN PERSON

To apply **IN PERSON**, applicants 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 applying for a group of travelers, 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.

HOW TO SCHEDULE AN 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. **Note that access will systematically be DENIED to anyone who comes to the Embassy without an appointment.**

- 01. Scheduling an appointment:** An agent will assist you in selecting an appointment date and time from the open slots on the schedule. **Specify the number of application files you intend to submit, and the name(s) of the traveler(s).**
- 02. Preparing for your appointment:** Carefully review the 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 file 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, please bring the complete application file to the Consular Section of located at

3007 TILDEN STREET NW
WASHINGTON, DC 20008

04. IMPORTANT NOTES:

- a. Each person coming to the Embassy in person to submit an 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 applicant.**
- 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 not required for an application to be submitted to the Consular Section.**
- d. Service/access will ONLY be granted to persons whose names are registered when scheduling the appointment. 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 travel document 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 Travel Document(s) 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.

REQUIREMENTS FOR TRAVEL DOCUMENT APPLICATIONS

For all "Laissez-Passer" or Travel Document requests submitted to the Consular Service of this Embassy, the following documents must be provided:

- 01.** The current or expired passport; if an original passport is not available, photocopies of said passport are acceptable;
- 02.** **Two (02)** completed "Application for Travel Document" forms signed by the applicant himself/herself;
- 03.** **Two (02)** passport-size photographs with white background;

Photo requirements:

- Color Photos with plain white background and without areas of shadow – Size: 2 inches by 2 inches;
- The head should be positioned directly facing the camera, with 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.

Note: Photos that do not meet these requirements will be **REJECTED!**

- 04.** **Copy of the vaccination certificate showing proof of yellow fever immunization.** DO NOT SEND THE ORIGINAL VACCINATION CERTIFICATE! The Consular Section will not be responsible for lost or missing vaccination certificates.
- 05.** **Photocopy** of documents showing the applicant's residency status in the United States or **photocopy** of document showing the applicant's residency status in his/her country of residence:
 - For permanent residents: **photocopy** of the green card,
 - For applicants with a pending case: copies of any available documents justifying that a procedure of adjustment of status is in progress,
 - 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.** **\$2.00 Application Fee + \$46.00 Travel Document Fee (TOTAL: \$48.00) 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 made payable to "Embassy of Cameroon".** 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 Travel Document 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 amount (*money orders of an amount that is either lower or higher than the fees indicated above*).
- 07.** A **photocopy** of the applicant's Cameroonian National Identity Card IF AVAILABLE **AND/OR** 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. **Copy of flight/trip reservation from airline or travel agency confirming the trip itinerary to Cameroon.** Failure to include this document will lead to the rejection of the application, as a Travel Document cannot be issued if the trip information is unavailable!

Notes regarding the trip itinerary to Cameroon

- a. Travelers are advised to make only a reservation and not to finalize their ticket purchase until the travel document is issued. Or they may purchase "Trip Insurance" from a travel agent or the airline at the time of the booking, in case they delay or cancel their trip due to unforeseen circumstances.
- b. **A Travel Document will be accepted by the airline only for the travel details mentioned on the itinerary. If the trip itinerary is modified, the traveler must apply for a new travel document.** For example, if the original itinerary indicated a transit through Paris (France), and the traveler chooses, after issuance of a travel document, to go through Brussels (Belgium), they must reapply for a new travel document that will reflect this new itinerary.

10. Travel Documents for minors:

For minors, the following is required in addition to previous requirements:

- 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. Notarized letter of support jointly signed by both parents or legal guardians agreeing with the trip and specifying who will be traveling with the child;
- c. Photocopy of the child's Birth Certificate;
- d. Photocopy of the parents or guardians passports;

11. Married women:

In addition to requirements specified previously, married women must provide a photocopy of their U.S. or Cameroonian Marriage License, whichever is available;

12. If applying in person, a filled-out application submission sheet; if applying by mail, a self-addressed prepaid return envelope with a tracking number.

CHARACTERISTICS OF THE CAMEROONIAN TRAVEL DOCUMENT

(1) **A "One-Way-One-Destination" document:** A Travel Document issued by the Embassy of Cameroon in Washington, D.C., may be used by its beneficiary to travel **ONLY** to Cameroon. It is not possible to obtain a visa for any other destination/country with the document or to use it to exit Cameroon at the end of one's sojourn to travel to another country.

(2) **Validity:** The following applies with regard to the Travel Document:

- **A travel document is valid for 90 days from the date of issuance.** It must be used within that timeframe to travel to Cameroon or it becomes void.
- Travelers finding themselves with a void Travel Document and desiring to travel to Cameroon at a later time can apply for a replacement Travel Document by submitting a new, complete application, along with a letter specifying the reason for requesting a new travel document.
- **A travel documents ceases to be valid as of the entry in Cameroon**, where it is retained by the Border Police Authorities as its bearer is granted admission into Cameroon.
- **Travelers who return to Cameroon using a Travel Document must apply for, and obtain a new Cameroonian Passport while in Cameroon before traveling to another country!!!**

IMPORTANT GENERAL INFORMATION

01. **THE EMBASSY WILL REQUEST ANY ADDITIONAL DOCUMENTS DEEMED NECESSARY FOR THE PROCESSING OF ANY TRAVEL DOCUMENT APPLICATION OR OTHER REQUEST.**

02. Application forms can be downloaded [here](#).

03. For any questions related to the travel document application 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.