EMBASSY OF THE REPUBLIC OF CAMEROON

Tel.: (202) 265-8790
Fax: (202) 387-3826
Email: cs@cameroonembassyusa.org

AMBASSADE DE LA REPUBLIQUE DU CAMEROUN

2349 Massachusetts Avenue N.W.
Washington, D.C. 20008
www.cameroonembassyusa.org

PROCURATION/POWER OF ATTORNEY/LEGALIZATION OF SIGNATURE

The Embassy of Cameroon in the United States (Washington, DC) performs various types of legalizations for applicants residing in our area of jurisdiction, which includes: the UNITED STATES of AMERICA, MEXICO, COSTA RICA, and the COMMONWEALTH of the BAHAMAS.
Attention: BE ADVISED THAT THE EMBASSY OF CAMEROON IN THE UNITED STATES (WASHINGTON, DC) DOES NOT PERFORM LEGALIZATIONS/CERTIFICATIONS OF FOREIGN DOCUMENTS.

(1) PROCESSING TIME: Approximately FIVE (05) business days from the time of reception of an admissible application file.

(2) APPLICATION PROCEDURE: BY MAIL ONLY. The document issued will also be mailed back to the recipient once ready. Follow the steps (a), (b) and (c) below:

(a) Fill-out his section:

Applicant's Full Name:_____ Phone #:_____
As written in passport

(b) Documents to submit:

1. **A notarized written request addressed to the Ambassador:** The applicant must ask in writing (handwritten or typed request) that a power of attorney be legalized, or that a legalization of signature be performed for their benefit – In this request, the applicant should state for what purpose they will use the document requested, and include their contact information (*complete address, phone number and email address*).
   - **This request must be signed before a notary public prior to mailing the application file to the Embassy.**
2. **The Document (Power of Attorney/Procuration/or other document to legalize) signed by the applicant** – The applicant may print and fill out the procuration/power of attorney form available below OR write their own Document/Power of Attorney: when writing the Power of Attorney, please specify the type of ID [Only a valid Cameroonian or foreign passport, Cameroonian National Identity Card, or Cameroonian Consular Card are accepted], the number, date and place of issuance of said document, and the contact information (Complete address, phone number and email address) for both the applicant and the beneficiary of the procuration/power of attorney;
   - The written procuration/power of attorney must NOT be notarized!
   - For other types of certifications/legalizations not specified here, please contact the Consular Section prior to applying.
3. **For both the applicant and the beneficiary: Copy of VALID passport identification page AND/OR Copy of valid Cameroonian National Identity card (front and back), or copy of valid Cameroonian consular card (front and back)**;
4. **a. 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;
   b. If requesting a parental authorization or power of attorney for matters related to the passport application of a minor child (under 21 years old) in Cameroon, provide a copy of the birth certificate of the child;
5. **Copies of immigration documents indicating the applicant's residency status in the United States**:
   - For US citizens, copy of the biodata page of their US passport;
   - 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.
6. **Fees: A $5.46 POSTAL MONEY ORDER made payable to "Embassy of Cameroon".**
7. **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 applicant to the Embassy, and will serve to mail the file to the Embassy at:

EMBASSY OF CAMEROON – Attn: CONSULAR SECTION – LEGALIZATION
2349 MASSACHUSETTS AVENUE NW, WASHINGTON, DC 20008

The second prepaid envelope, addressed from the Embassy back to the applicant, 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 "**Legalization**". 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.

PROCURATION / POWER OF ATTORNEY

I THE UNDERSIGNED, MR./MRS./MS.
JE SOUSSIGNE(E), M./MME/MLLE _____
Full Name|*Nom Complet*

Born on (*date of birth*)_____ **In** (*place of birth*)_____
Né(e) le *(date de naissance)* DD/MM/YYYY|*JJ/MM/AAAA* ***A*** *(lieu de naissance)* Ville/Pays|*City/Country*

Bearer of (*check the corresponding box*)|***Titulaire du/de la*** *(cocher la case correspondante)* :

☐ **Cameroonian passport** ***Passeport camerounais*** ☐ **Cameroonian national ID** ***CNI camerounaise*** ☐ **Other** (Préciser):_____ ***Autre*** *(Specify)*

Nº_____ **Date of issue**_____ **Place of issue**_____
Date de délivrance DD/MM/YYYY|*JJ/MM/AAAA* ***Lieu de délivrance*** Ville/Pays|*City/Country*

Home Address|*Adresse du Domicile*_____ **Apt N°|*Nº d'Apt***_____

City|*Ville*_____ **State|*Etat***_____ **Zip Code|*Code Postal***_____ **Country|*Pays***_____

Phone number|*Nº de téléphone*_____ **Email address|*Adresse E-mail***_____

GRANT THIS POWER OF ATTORNEY TO MR./MRS./MS.
DONNE PROCURATION A M./MME/MLLE _____
Full Name|*Nom Complet*

Bearer of (*check the corresponding box*)|***Titulaire du/de la*** *(cocher la case correspondante)* :

☐ **Cameroonian passport** ***Passeport camerounais*** ☐ **Cameroonian national ID** ***CNI camerounaise*** ☐ **Other** (Préciser):_____ ***Autre*** *(Specify)*

Nº_____ **Date of issue**_____ **Place of issue**_____
Date de délivrance DD/MM/YYYY|*JJ/MM/AAAA* ***Lieu de délivrance*** Ville/Pays|*City/Country*

Home Address|*Adresse du Domicile*_____ **Apt N°|*Nº d'Apt***_____

City|*Ville*_____ **State|*Etat***_____ **Zip Code|*Code Postal***_____ **Country|*Pays***_____

Phone number|*Nº de téléphone*_____ **Email address|*Adresse E-mail***_____

TO ENABLE HIM/HER TO|*AFIN DE LUI PERMETTRE DE :*

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IN WITNESS WHEREOF, THE PRESENT POWER OF ATTORNEY IS ISSUED TO SERVE THE PURPOSE FOR WHICH IT IS INTENDED. /-
EN FOI DE QUOI LA PRESENTE PROCURATION EST DELIVREE POUR SERVIR ET VALOIR CE QUE DE DROIT./-

DONE AT|*FAIT A*_____
City/State/Country|*Ville/Etat/Pays*

_____
Signature of Grantor|*Signature du Mandant*
[DO NOT FORGET TO SIGN]