

REQUIREMENTS FOR PASSPORT APPLICATIONS

For all passport requests submitted to the Consular Service of this Embassy, please bring the following documents with you to the Embassy:

01. First-time Machine-Readable Passport applicants must submit their old Ordinary Passport whether it is expired or current;
02. **Two (02)** completed "APPLICATION FOR PASSPORT" forms signed by the applicant himself;
03. **An Application Fee (cf. Consular Fees) paid in Cash or in the form of a money order, certified check or a check drawn from a business bank account. Payments with personal checks or credit cards will NOT be accepted;**
04. **A Passport Fee (cf. Consular Fees) paid in cash or in the form of a money order, certified check or a check drawn from a business bank account. Payments with personal checks or credit cards will NOT be accepted;**
05. **Originals** of documents showing the applicant's residency status in the United States (**for examples, see NOTES below, item N° 01**).
06. **Four (04)** passport-size photographs with white background; (**See passport photos requirements below, NOTES item N° 02**);
07. A certified true copy of the Cameroonian National Identity Card (not required for under-aged children);
08. A certified true copy of the Cameroonian Birth Certificate (**Certified true copies of the National Identity Card or birth certificate must be established at the Embassy upon presentation of the original documents**);
09. A photocopy of the applicant's U.S. issued driver's license or state I.D. if available;
10. Original of work I.D. (if available) or student I.D., and a certification by the school or employer confirming that the passport applicant is currently employed or that the student is currently enrolled;
11. **Passport applications for minors:**

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

- 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, copies of any documents assigning guardianship must be provided,
- Notarized letter of support signed by both parents or legal guardians requesting that a Cameroonian passport be renewed or established for the benefit of the child,
- If one or both parents or guardians are Cameroonians, provide original passport(s) and proof of residency status in the U.S.
- If a parent or legal guardian is not Cameroonian, provide copy of passport pages bearing photo and validity information.
- Children who came to the United States with photos attached to their parents' passports are required, when applying for their own passport, to forward the originals of their parents' passport;
- For children born in the United States from at least one Cameroonian parent, a transcription of the American Birth Certificate must be established prior to filing the passport request at the Embassy.

12. Married women:

In addition to requirements specified in items 01-10, married women must provide the following:

- If a marriage was performed in Cameroon or by Cameroonian authorities abroad, a certified true copy of the marriage license, established at the Cameroon Embassy in Washington, D.C. upon presentation of the original marriage license, must be provided.
- Cameroonian women who marry in the United States are required to request for a transcription of their American marriage license at the Embassy, prior to submitting a passport request. **The American marriage license cannot be used to report the married name on the passport, but rather the transcribed marriage license.**
- Women who went through a first marriage, then remarried must prove that the previous union was dissolved, by providing a copy of the divorce decree from the previous marriage, or the proof that the previous spouse passed away, whichever applies.

▪ **ADDITIONAL REQUIREMENTS FOR PASSPORT RENEWAL**

If your Machine-Readable Passport is expired, damaged, has no more visa pages left or has less than **SIX MONTHS** of validity, the application submitted to the Consular Service of this Embassy in order to renew that passport must include the following documents:

- The current, expired or damaged passport.

▪ **ADDITIONAL REQUIREMENTS FOR REPLACEMENT OF LOST OR STOLEN PASSPORT**

If you have lost your passport and wish to request for a new one, in addition to the aforementioned requirements, provide the following documents:

- Information about the lost document: references, date and place of issue, photocopies of all pages if possible;
- Police report or a report file number to be verified.

NOTES:

01. Proof of Residency Status in the United States:

Originals of immigration documents **MUST BE** attached to any passport request submitted to the Cameroon Embassy:

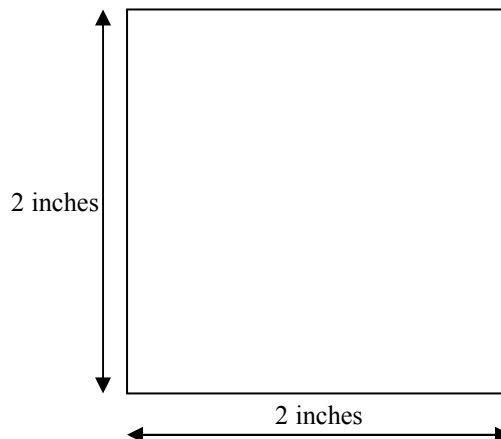
- For permanent residents: the **ORIGINAL** green card,
- For applicants whose case is awaiting a final decision, or about to start: provide any set of documents justifying that a procedure of adjustment of status is in progress or about to start,
- For international students in American schools: **original 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.

02. Passport Photo Requirements:

Photos provided for passport applications must comply with precise requirements that will allow identifying the passport applicant without hesitation. *Figure 1* below presents various dimensions suggested for a passport photo. Specifications are as follows:

- Size: 2 inches by 2 inches as depicted in the illustration below,
- 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,
- The background must be plain white,
- **NECK, CHIN, NOSE, FOREHEAD, BOTH EARS AND EYES MUST BE PERFECTLY VISIBLE,**
- The face in the photo must have a natural expression (the mouth must be closed, no smiling or frowning)
- Masks and non-medical eyeglasses are prohibited. If the applicant normally wears medical eyeglasses, he or she can keep them but must ensure that there is no glare on the photo resulting from his or her wearing the glasses,
- There must be no shadowy zone on the photo,
- The photo must reflect the real complexion of the applicant.

*** Applications submitted with photos that are deemed unacceptable will be REJECTED!**



IMPORTANT GENERAL INFORMATION

01. Cameroonian citizens requesting the services of the Embassy must be conscious of the fact that, according to Cameroon Law, they can bear **ONE AND ONLY ONE** passport!
02. **THE EMBASSY WILL REQUEST ANY ADDITIONAL DOCUMENTS DEEMED NECESSARY FOR THE PROCESSING OF ANY PASSPORT APPLICATION.**
03. **ALL PASSPORT APPLICATIONS MUST BE SUBMITTED TO THE CAMEROON EMBASSY IN PERSON AND BETWEEN 9:00AM AND 1:00PM, BY THE APPLICANT HIMSELF; IN THE CASE OF UNDER-AGED APPLICANTS, A PARENT OR LEGAL GUARDIAN MUST ACCOMPANY THE CHILD TO THE EMBASSY;**
04. Applicants must allow **at least ONE MONTH after their application has been received at the Embassy for the completion of the passport application process.** A notification will be sent by email, mail, or through a phone call once the passport is available for pickup at the Embassy.
05. **The Cameroon Embassy shall request any additional document or information deemed necessary for the processing of any type of request.**
06. Applicants unable to pick up their passport in person from the Embassy are responsible for making necessary arrangements to get them back;
07. Applicants residing in the U.S.A. are advised to renew or have their passports issued by the Cameroon Embassy at the above indicated address;
08. **Passports can be picked up only between 3:00pm and 4:00pm, Monday through Friday;**
09. Application forms can be obtained from the Embassy or downloaded from the Embassy website:
www.cameroonembassyusa.org