

**High Commission
for the Republic of Cameroon**

Ottawa, Canada



**Haut-Commissariat
pour la République du Cameroun**

Ottawa, Canada

LIST OF DOCUMENTS REQUIRED FOR PASSPORT ISSUANCE OR RENEWAL

	DOCUMENTS	Fees in \$ CAD
1-	Pre-enrolment form	
2-	Original and photocopy of old passport. In case of loss, see point 1 on page 2.	
3-	The original and photocopy of your birth certificate (please ensure that you make a full-length photocopy of the document, and photocopy both sides if the original has additional information on the back).	4 \$
4-	The original and photocopy (both sides on the same page) of the National Identity Card if applicable.	4 \$
5-	Original and photocopy of VALID status in Canada (Permanent Resident Card, Study Permit or Work Permit, Visitor Visa). If the requested document is no longer valid, please submit a renewal certificate issued by Canadian immigration authorities.	
6-	Original and photocopy of Consular Card, including for minors. For those who do not have a Consular Card, please complete, print, and sign the Consular Card application form available on the High Commission website, under "registration / consular card". This form should be attached to your passport application, together with a photo 4 cm x 4 cm.	67 \$
7-	The original and photocopy of the marriage certificate for married women bearing the spouse's name in the current passport, or those wishing to add the husband's name to the new passport.	4 \$
8-	MINOR APPLICANTS (any person under 21 years of age) must provide a parental authorization signed by one of the two parents, to which must be attached photocopies and originals of BOTH parents' identification documents, their valid status in Canada and their consular card if they are Cameroonian. (see page 2-5 if parents live outside Canada).	4 \$
9 -	Proof of occupation (employment contract, pay slip, school certificate or registration certificate for pupils and students).	
10-	A power of attorney form to be completed on the day of your appointment at the High Commission.	4
11 -	A prepaid Express Post return envelope bearing your full address, including apartment number if applicable, to be obtained from Canada Post Agencies.	

N.B: The fees mentioned in this sheet are for the legalization of documents (birth certificates, marriage certificates, national identity cards, etc.) and are payable CASH at the High Commission on the day of your appointment.

GENERAL INFORMATION

- 1- If you lose your original passport, you **MUST** enclose with your passport application a Certificate of Loss of the old passport issued by the police in the place where the event occurred. This is a physical report of the circumstances surrounding the loss of your document, NOT the file number.
- 2- If you have lost your birth certificate, present a recent certificate of the existence of birth certificate issued by the City Council of your place of birth, as well as a certified copy of the birth certificate.
- 3- If your original birth certificate is in Cameroon, you can have a certified copy issued by a mayor's office in Cameroon.
- 4- If you hold a reconstituted birth certificate, you must attach to your passport application the supplementary judgment authorizing the reconstitution of the lost or destroyed birth certificate issued by the Court of First Instance of your place of birth.
- 5- Applicants who are minors and whose parents live in Cameroon or elsewhere than Canada must provide their parents' identification documents and a parental authorization, all of which must be authenticated by a Cameroon police station or a Diplomatic Mission or Consular Post covering the parents' territory of residence.

N.B.: It is important to note that authenticated documents are valid for 3 months in Cameroon. After this period, the document becomes unusable, and you will have to repeat the authentication procedure.