

**EMBASSY OF THE REPUBLIC OF CAMEROON IN BERN
DOCUMENTS REQUIRED FOR THE ESTABLISHMENT OF A NEW PASSPORT**

- 1. Birth certificate (original and certified photocopy) ;**
- 2. National Identity Card (original and certified photocopy) or notorized proof of loss, if any ;**
- 3. Old Passport (original and certified photocopy) or notorized proof of loss, if any ;**
- 4. Marriage certificate for married women (original and certified photocopy)**
- 5. Proof of residence (lease agreement or document of the municipality justifying address) ;**
- 6. Proof of the profession, if any ;**
- 7. Four (04) 4x4 photographs (to take at the studio Stuber Bern, Christoffelgasse 3, CH 3011 Bern, opposite UBS, Tel : 031 311 29 55) ;**
- 8. Passport application form is to be filled out on the spot by the applicant himself, and stamped for 3 CHF;**
- 9. Computerised passport application form to be filled by the head of passports service;**
- 10. Costs of the entire file: 400 to 450 CHF depending of which documents are to be legalised, including shipping costs of the file to Yaounde and the return of the delivered passport to Bern.**

NB: The legalization of documents used in compiling the file is done at the Embassy, however, the documents signed by competent administrative authorities in Cameroon, which are still valid, are accepted.

FOR MINOR CHILDREN (up to 21 years)

In addition to the items listed above, the documents must include:

- 1. A written application signed by one parent (Cameroonian) and addressed to the Delegate General for National Security, S/C Ambassador of Cameroon in Switzerland and**
- 2. A notorized parental authorization from the other parent (Cameroonian or another nationality). The authorization given by the non- Cameroonian parent must be legalized by the competent authorities (Municipality, Embassy) of the country from which the person is a national ;**
- 3. National Identity Card + Passport (original and certified photocopies) of the parent requesting the passport ;**
- 4. Old passport (original and certified photocopies), if any, or photocopy of pages bearing the photo of the parent of the child for which the passport is requested.**

NB : If the name of the father of the child is not mentioned on the birth certificate, parental consent is not required.

