



Communiqué

The Embassy of Cameroon in the Federative Republic of Brazil informs the Cameroonian Community in its jurisdiction about the operation of an Enrolment Office to produce the new biometric passport to applicants, in accordance with Decree No. 2021/347 of 17 June 2021, laying down the conditions to issue passports.

Passport applications will now be done online on the website: <https://passcam.cm/passeports/>, following the four steps below:

STEP 1: ONLINE PRE-ENROLMENT

- Firstly, the applicant would begin the application process on the abovementioned website of the General Delegation of National Security (GDNS) on an Android phone or cyber café, by providing personal data (surname, given name, date and place of birth, profession, names of parents, national ID card number – or consular card, old passport);

- The applicant would pay the passport issuance fees of 110.000 FCFA by Mobile Money or bank card. NB: The applicant must ensure that he/she can provide all the documents required at the physical enrolment, before making payment of the fees ;

- Finally, the applicant will book an appointment at GDNS website for the physical enrolment at the Brasilia office located at the Embassy.

STEP 2: PHYSICAL REGISTRATION/ENROLLMENT AT THE EMBASSY

- Opening and verification of the documents required that were submitted online with the originals (document herein attached).

- Collect of personal data (photo, fingerprint and signature) of the applicant and the validation by the registration agent.

- Issuance of a receipt to the applicant.

STEP 3: PRODUCTION

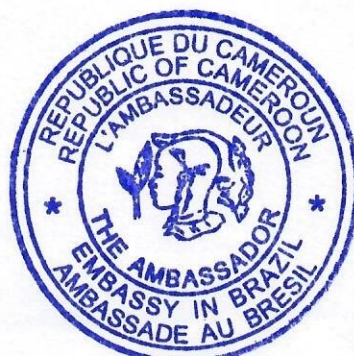
- After the enrolment, if the file is not rejected, the passport is produced in Cameroon in 48 hours;
- In case the file is rejected, the applicant will be notified by Email or text message.

STEP 4: WITHDRAWAL

- Once the passport is produced, the applicant will be notified by text message or Email.
- The applicant should come to the office in Brasilia to verify his identity and collect his passport.
- The withdrawal of the passport (at the office in Brasilia) by another person is permitted. However, he/she must have a formal Power of Attorney (procuration) from the applicant.

NB: In order to reduce the cost related to the passport withdrawal process, that requires the physical presence of the applicant at the office in Brasilia in accordance with the legal provisions, it would be considered, exceptionally and after the approval of the competent Cameroonian Authorities already solicited, the possibility to send the passports received at the office in Brasilia by the post office for applicants resident out of the Federal District or out of Brazil (after formal Power of Attorney (procuration) to the Embassy). The Embassy will provide all the necessary guarantees related to posting and the applicant responsible for the costs. These are consular fees that include insurance, posting of the passports depending on the place of residence of the applicant, which will be as follows:

- Cameroonians resident in the Federal District: 100, 00 RS;
- Cameroonians resident out of the Federal District: 200, 00 RS;
- Cameroonians resident out of Brazil: 80 USD.



The Ambassador,

Martin A. MBENG

**DOCUMENTS TO BE PROVIDED FOR ENROLLMENT AT
THE BRASILIA OFFICE**

- 1) DOWNLOADED PRE-ENROLMENT FORM;
- 2) PROOF OF ONLINE PAYMENT;
- 3) BIRTH CERTIFICATE (LEGALIZED AT THE EMBASSY);
- 4) NATIONAL ID CARD OR CONSULAR CARD (LEGALIZED AT THE EMBASSY);
- 5) CAMEROONIAN MARRIAGE CERTIFICATE (LEGALIZED AT THE EMBASSY, FOR MARRIED WOMEN);
- 6) VISA (FOR NON-RESIDENTS);
- 7) PHOTOCOPY OF OLD PASSPORT;
- 8) PROOF OF PROFESSION;
- 9) LEGALIZED PARENTAL AUTHORIZATION (FOR MINORS);
- 10) PHOTOCOPIES OF PASSPORTS AND RESIDENT PERMIT OF PARENTS (FOR MINORS).