

PASSPORT PHYSICAL ENROLMENT

To the Embassy of Cameroon in Japan

I the undersigned, have jointed following required documents (ticked checkboxes):

- Request letter for application of Consular Card ;
- Application form for Consular Card (mandatory for children too) ;
- ID photo for the Consular Card, stick on the said form (with glue, not stapled) ;
- Birth Certificate :
 - Original of the Birth Certificate ;
 - Duplicata with a Certificate of Strain Existence);
 - Certified True Copy of the Birth Certificate less than 03 months.
- Original of Passport ;
- Original of National ID Card (if available) :
 - Valid;
 - Expired.
- Residence Card:
 - Both side colour copy on the same page (please do not put the card on the edge of the copy machine). The original will be presented on the day of the physical enrolment;
- Bill (telephone, electricity, etc) within three months with your name and address clearly mentioned, as proof of residence, if available (no bill without address !);
- A certificate of employment or a job contract, translated in English by recommended translation company, if available ;
- Fees of 12,000 yen (4,000 yen for Consular Card and 8,000 yen for administration fees) ;
- Colour copy of the Pre-enrolment Information Form (not a screenshot, the barcode will be unreadable!);
- In case of replacing of lost passport: a Certificate of Loss issued by the Police (physical report of the circumstances of the loss of your passport, and NOT the document bearing only the file number);
- For married women: original of the Marriage Certificate;
- For minor children:
 - Cameroonian Birth Certificate;
 - the form of "Parental Consent";
 - Consular Card application form with the photo lightly sticked on with glue (not stapled);
 - Both side colour copies on the same page of the Residence Card if available;
 - Parent's document who will be present on the physical enrolment :
 - original of Passport;
 - Birth Certificate;
 - Both side colour copies on one page of the Residence Card (original will be presented at the Embassy);
 - Consular Card of parent resident in Japan;
 - Application form of parent's Consular Card if none;
- 01 Letter Pack for returning original documents as soon as possible (if necessary).

Date: _____ / _____ / _____
(dd / mm / yyyy)

©Surname and Given name : _____

©Signature : 