

REPUBLIQUE DU CAMEROUN

Paix – Travail - Patrie

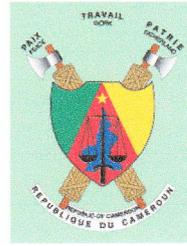
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REPUBLIC OF CAMEROON

Peace – Work - Fatherland

Embassy in Italy

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Tel. 06/ 44232313

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Website : www.cameroonembassy.it

No.: *Atb*...../ACI/CM

Rome, **11-4 APR. 2021**

**DECISION N° *Atb*...../D/ACI/CM/21
OUTLINING THE RULES AND PROCEDURES GOVERNING THE DELIVERY OF
CONSULAR SERVICES AT THE CAMEROON EMBASSY IN ROME, ITALY**

Pursuant to a Cameroon Government instruction, contained in a Ministry of External Relations letter N° 343/DIPL/D11/SDPIAC of 7th October 2020, defining the rules and procedures governing the duties of Cameroon’s Honorary Consuls in Italy (Milan, Naples and Trieste),

Mindful of the reigning public health crises resulting from the COVID-19 Pandemic which is seriously inhibiting the free movement of goods and persons, especially that of prospective Applicants of consular services,

Mindful of the Embassy’s role in protecting, guiding and accompanying Cameroonians within its jurisdiction,

Pursuant to the Embassy’s commitment to render satisfactory services to the public,

Conscious of occupational needs and realities,

The Ambassador has hereby decided as follows:

Article 1: Consular Services

The Embassy has exclusive competence in providing the following consular services: the issuing of passports, travel certificates, the legalization and transcription of all civil status documents (marriage, birth and death certificates etc.) as well as the celebration of marriages.

Henceforth, applications for consular services, and/or the collection of the main consular documents, will be handled in the following manner below.

Article 2: Daily schedule and Timing slots for receiving the public

The Consular Service will be opened thrice a week, to the following category of Applicants, and according to the following daily schedule and Time slots:

Mondays: 10H00 - 14H00. Applicants, for travel visas.

Wednesdays: 10H00 - 14H00. Applicants, for the legalization and/or the issuance of other consular documents and the collection of Passports.

Fridays: 10H00 - 13H00. Applicants, for ordinary biometric passports.

NB: Nevertheless, the Consular Service would readily receive prospective Applicants on a daily basis, if the issue under consideration is a proven emergency.

Article 3: Modalities for applying and collecting consular documents

a) Passports and the celebration of marriages

Applicants for these services **must**, physically present themselves before the consular staff for biometric identification and in cases where the applicant for the passport is a minor of less than ten years old, he/she **must** be accompanied by a bona fide parent.

The above-mentioned documents (Passports and marriage certificates) may be collected either by the Applicants themselves at the Embassy, or by a duly certified third party on presentation of a power of attorney, or may be posted to an address provided by the Applicant.

b) Travel Certificate

The Applicant must be physically present before the consular staff, if his application for a travel certificate was filed in by the Italian Police.

c) Other Consular Documents (Consular card, visas, Nulla Osta, attestation of identity, attestation of collective family life, transcription of civil status documents, attestation of declaration of revenue)

Complete application files for these services may be filed in at the Embassy either by the Applicants themselves or by a duly certified third party on presentation of a power of attorney, or may be posted to an address provided by the Applicant.

Processed Documents would be handed to Applicants, via the same channel that was initially used to apply for them.

NB: The printed forms of those Documents may be collected either at the Embassy or downloaded via its website: www.cameroonembassy.it.

Article 4: Stamp Duties (fees) and the Modalities for their payment

The stamp duties or fees, for various consular services remain unchanged.

The various fees may be paid in cash at the Embassy, or by bank deposit at an account number that will be communicated in due course.

NB: Any other complementary information on this issue may be obtained at the Consular Service, via the address below.

Article 5: The Official Contacts of the Consular Service

Complete application files that are posted by Applicants to the Embassy, should be addressed as follows: **The Cameroon Embassy in Rome, Viale Regina Margherita 42, 00198, Rome.**

The Consular Service may be reached via the following contacts: E-Mail: ambacam_sect.consul@virgilio.it. Telephone N°: **06902209092**

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Article 6: Applicants must note that while accessing consular services, they must fully abide by the COVID-19 counter measures that are currently in force in Italy. These include the following:

- The mandatory wearing of face masks;
- The disinfection of hands before entering the chancery;
- The respect of social distancing measures.

Article 7: The Consular Staff are enjoined to abide and uphold the following ethical rules:

- Properly receive the public;
- To speedily notify and counsel Applicants on relevant issues of interest to them;
- To speedily receive and process files with due diligence and within the requisite timeline.

Article 8: The Ambassador shall scrupulously supervise the implementation of these rules and regulations, and all relevant stakeholders shall expediently be notified this Decision.

THE AMBASSADOR-PERMANENT REPRESENTATIVE



SEBASTIEN FOUMANE

- C.C:** - MINETAT/SGPR
- MINREX
- Cameroon Honorary Consuls in Italy (Milan, Naples and Trieste)
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