



LEGALISATION OF NORDIC OFFICIAL DOCUMENT

Consulate General of Cameroon
Sundby 73
S-186 70 Brottby
Sweden

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www.cameroonconsulate.se

PLEASE FILL IN ONE SEPARATE FORM FOR EACH DOCUMENT

Type of document:

Date of issue:

Place of issue:

Name of applicant:

ADDRESS:

TELEPHONE No:

E-MAIL:

LEGALISATION APPLICATION CHECKLIST:

Application:	
<input type="checkbox"/>	I have filled in and signed one copy of the legalisation application for each document.
<input type="checkbox"/>	I have attached the original document. I understand the legalisation stamp will be stamped directly onto the document. The consulate does not legalise copies.
<input type="checkbox"/>	I have attached one photocopy of each original document.
<input type="checkbox"/>	I have enclosed a copy of the payment receipt, or the exact amount in cash. The payment is in Swedish kronor only.

Choose the way you will deliver your legalisation application:	
<input type="checkbox"/>	I will send the application by registered mail to the postal address.
<input type="checkbox"/>	I will bring the application in person to the visiting address. This option no longer available.
<input type="checkbox"/>	I will send the application by DHL Express to the postal address. I understand no other courier companies can deliver to the postal address.

The return: Choose one option below and prepare the return envelope.	
<input type="checkbox"/>	Return by post - enclose a self-addressed return envelope. For return by normal post, no stamps are needed.
<input type="checkbox"/>	Return by registered mail (rekommenderad post) - enclose a self-addressed envelope and see information regarding fee for stamps on page 3.
<input type="checkbox"/>	Pick-up in Stockholm by yourself. This option is no longer available.
<input type="checkbox"/>	Pick up by DHL Express include a courier approved return envelope and a completely pre-filled in and signed Shipment Waybill. You must arrange the pick-up yourself.

Important terms: The consulate does not take any economic or other responsibility if the documents should be delayed or lost by the postal service or by courier.

<p>Postal address for normal and registered mail (rekommenderad post) and DHL Express only:</p> <p>Consulate General of Cameroon Sundby 73 S-186 70 Brottby Sweden</p> <p>You may NOT send letters by any other courier to the postal address. They will not be delivered/signed for.</p>	
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PROCESS TIME

The normal process time is up to one week. Legalising cannot be made express while you wait. Please note the vacation dates on the website when legalisation service is not available.

www.cameroonconsulate.se

PAYMENT INFORMATION

The fee for legalisation is 200,- SEK for each document.

For return by registered mail 120,- SEK extra within Sweden, and 150 SEK for Norway, Finland and Estonia. International stamp coupons are not accepted.

Payment by internet bank:

by postal giro (PlusGiro) 74008-4 (available in Sweden only)

IBAN: SE36 9500 0099 6026 0074 0084

SWIFT-address: NDEASESS

Bank name: Nordea

Address: S-105 71 Stockholm, Sweden

OCR or payment message: your name or Company name

Please note: You may **not** pay corresponding amount in Euro, NOK or other currencies.

Please note the payment has to be exact and in SEK. Ask your bank for instructions.

For payment in cash, please enclose the exact amount in SEK.

TRACKING OF RETURN LETTERS

Legalisations by registered mail

If sending your application by registered mail, please do not call the consulate to check if the letter has arrived. Track it yourself on www.postnord.se by the tracking ID.

After the letter has been picked up by the consulate, please allow 7 working days for the legalisation to be made and posted back.

If you need the tracking ID of the return envelope, please do not call. We are unable to give out tracking ID information by phone. Send us an e-mail request with the following information:

- The date the letter was picked up at the post office by the consulate or arrived at the courier address.
- Your name and address on your return envelope

Mail sent by normal post to or from the consulate cannot be tracked at all.

The consulate e-mail address: info@cameroonconsulate.se