

# FORMER CANAL ZONE INFORMATION

## DODDS PANAMA SCHOOLS STUDENT RECORDS/TRANSCRIPT REQUEST PROCEDURES

Send your request to the Records Center: See below.

1. School transcript information is necessary and a physical signature for transcript requests is required.
2. Requests received without a physical signature will not be processed.
3. Please send your signed transcript requests for the schools and years listed below to the DoDEA Records Center.

### **DoDEA Headquarters**

ATTN: TRANSCRIPTS  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA. 22350-1400

Email: **TRANSCRIPTS@DODEA.EDU**

Phone: (571) 372-1886

Fax: (571) 372-5822

Requests may be mailed, emailed or faxed to the DoDEA Records Center and should include the following information:

- ◆ Full name under which enrolled at the time of attendance
- ◆ Date of Birth
- ◆ Name of school and year of graduation or last date of attendance
- ◆ Email address
- ◆ A daytime telephone number
- ◆ Address student record should be mailed to
- ◆ Requestor must sign the request letter in accordance with the Privacy Act prior to information release.

It takes 3 - 5 working days once we receive the request to process and mail to the provided address, individuals should call after that time to check status.

If sending requests via email, please sign the printed request, scan, and attach the file to the email (preferably in a PDF or jpeg format). See page 8 for transcript request form.

**[HTTP://WWW.DODEA.EDU/](http://www.dodea.edu/)**

**ALL OF THE PAPER RECORDS WERE DIGITIZED IN 2016 AND THE PAPER RECORDS DESTROYED.  
ONLINE TRANSCRIPT ACCESS WILL BE AVAILABLE LATER IN 2019.**



The third bridge over the Panama Canal, known as the Atlantic Bridge, is a road bridge in Colón, Panama, which spans the Atlantic entrance to the Canal. It is the third bridge over the Panama Canal after the Bridge of the Americas and the Centennial Bridge, both on the Pacific side of the canal. Photo from Wikipedia

U.S. Department of Defense  
Education Activity



**TRANSCRIPT REQUEST**

Full Name (Enrolled at Time of Attendance)

Date of Birth

Name of DoDEA or Panama Canal Zone School Attended (Country if Outside of U.S.)

Home Phone

Work Phone

Email address

Graduation Date

Month/Year of Enrollment (If not Graduated)

**OFFICIAL REQUEST MAILING ADDRESS**

Name

Secondary Request Name

Address 1

Address 1

Address 2

Address 2

City, ST ZIP Code

City, ST ZIP Code

**AUTHORIZATION**

I give DoDEA permission to release my child's transcripts pursuant to the Privacy Act of 1974 (5 U.S.C. § 552a).

Parent's/Guardian's Signature (if Student is under 18)

Date

I authorize DoDEA to release my transcripts for verification purposes pursuant to the Privacy Act of 1974 (5 U.S.C. § 552a).

Print Name

Student Signature

Date

Email requests to: [transcripts@hq.dodea.edu](mailto:transcripts@hq.dodea.edu)

Fax requests to: (571) 372-5822

Please mail requests to: DoDEA Headquarters

Attn: Transcripts

4800 Mark Center Drive

Alexandria, VA 22350-1400

## **U.S. EMBASSY PANAMA Webpage:**

<http://panama.usembassy.gov/index.html>

**DEPARTMENT OF STATE'S Country Specific Information** webpage on Panama contains a myriad of useful information for American citizens: <http://www.travel.state.gov/content/passports/en/country/panama.html>.

### **SMART TRAVELER ENROLLMENT PROGRAM**

U.S. citizens traveling to or living in Panama are encouraged to register: <https://step.state.gov/step/>.

### **AMERICAN CITIZENS SERVICES UNIT**

U.S. citizens must make an appointment: <https://evisaforms.state.gov/acs/default.asp?postcode=PNM&appcode=1> with emergency cases involving lost or stolen passports and/or those needing Special Consular Services excluding passports, CRBAs or notarial services, should contact our American Citizens Services Unit at **011 (507) 317-5000** or [Panama-ACS@state.gov](mailto:Panama-ACS@state.gov).

Please note the American Citizen Services Unit may not respond to inquiries regarding non-immigrant or immigrant visas. All inquiries regarding visas may be directed to our call center at **011 (507) 836-6171** or **011 (507) 832-1902**, or locate relevant information at: <http://www.ustraveldocs.com/pa>.

The U.S. Embassy is located in Building 783 in Clayton, next to the Las Esclavas school.  
Please access the Embassy map: <http://panama.usembassy.gov/map.html>.

To contact an **ACS representative**: call **011 (507) 317-5000** during the following schedule:  
Monday-Thursday: 3:00 pm- 4:30 pm  
Friday: 10:30am – 12:00 noon

For automated information: **011 (507) 317-5030**

After hours assistance is reserved for life or death emergencies; in call the Embassy's **24/7 Duty Officer** at **011 (507) 317-5000**.

General information regarding Passports, visit website: <http://panama.usembassy.gov/passports.html>.

For information on lost and/ or stolen passports: [http://panama.usembassy.gov/lost\\_or\\_stolen\\_passports3.html](http://panama.usembassy.gov/lost_or_stolen_passports3.html).

We encourage applicants to print and fill out passport application forms prior to their appointment, to download an application form: [http://travel.state.gov/passport/forms/forms\\_847.html](http://travel.state.gov/passport/forms/forms_847.html).

**CONSULAR REPORTS OF BIRTH ABROAD** for children born overseas of an American parent or parents, visit website: [http://panama.usembassy.gov/consular\\_report\\_of\\_birth\\_abroad\\_and\\_first\\_passport.html](http://panama.usembassy.gov/consular_report_of_birth_abroad_and_first_passport.html).

To determine whether a child may qualify for American citizenship, consult website:

[http://panama.usembassy.gov/consular\\_report\\_of\\_birth\\_abroad\\_and\\_first\\_passport.html#WhichChildrenAcquire](http://panama.usembassy.gov/consular_report_of_birth_abroad_and_first_passport.html#WhichChildrenAcquire).

Contact: [Panama-ACS@state.gov](mailto:Panama-ACS@state.gov) <<mailto:Panama-ACS@state.gov>>

For **NOTARIAL SERVICES**, make an appointment at: <http://panama.usembassy.gov/notarialservices.html>.

**FEDERAL BENEFITS**, including Social Security: [http://panama.usembassy.gov/federal\\_benefits\\_unit.html](http://panama.usembassy.gov/federal_benefits_unit.html).

Information about **RETIRING OR RELOCATING TO PANAMA**, contact: The **Embassy of Panama in Washington, D.C.** at **(202) 483-1407** for information on legal requirements. You will also need to contact an attorney: <http://panama.usembassy.gov/living-working-in-panama.html> to help you manage the transition. The U.S. Embassy cannot provide advice on legal or residency requirements.

Inquiries involving U.S. Legal Permanent Residents (LPRs) seeking to replace lost or stolen green cards, contact the **DEPARTMENT OF HOMELAND SECURITY (DHS/CBP)** at the **US Embassy Panama** at **011 (507) 317-5000**.

Follow us on TWITTER: [@Panama\\_ACS](https://twitter.com/#!/Panama_ACS) <[https://twitter.com/#!/Panama\\_ACS](https://twitter.com/#!/Panama_ACS)>



### COROZAL AMERICAN CEMETERY LISTING

This database contains the names of those who are buried or memorialized at Corozal American Cemetery. Type the last name of the individual you would like to find, then click the Search button.

<http://abmc.gov/cemeteries-memorials/americas/corozal-american-cemetery>

### PANAMA CANAL ZONE MARRIAGE LICENSES

The National Archives of College Park, Md have custody of Panama Canal Marriage license from 1914-1979, dates after 1979, are in the custody of the Department of State.

Contact the U.S. State Department Vital Records Section:

**PASSPORT SERVICES**  
**1111 19TH STREET, NW., SUITE 510**  
**WASHINGTON, DC 20522-1705**

Or consult the website at [http://www.travel.state.gov/law/family\\_issues\\_601.html](http://www.travel.state.gov/law/family_issues_601.html).

Please provide the complete name of both individual, the spouse maiden name and the year in which the marriage took place. We can send you a scanned photocopy of the document at no cost because the page count is modest. If you need the marriage certificate to be certified, then the cost will be \$35.00.

### COPY OF PANAMA CANAL BIRTH OR DEATH CERTIFICATE

Your request must be notarized and include a copy of a valid, government-issued photo identification of the requester. Please include the following in your request:

#### **All Consular Vital Records cost \$50 per document.**

1. A notarized written (or typed) request that includes all of the following information:

- Date
  - Purpose of Request
  - Full name at birth/death/marriage
  - Location of birth/death/marriage
  - Signature of subject/parent/legal guardian/legal representative
  - Address and daytime telephone # of requesting person
- For birth records, also include
- Father's full name, date and place (city/state and country) of birth.
  - Mother's full name, date and place (city/state and country) of birth.
  - Any U.S. passport information

2. A copy of requester's valid identification

3. A \$50.00 check or money order for each copy requested.

- Make payable to "**DEPARTMENT OF STATE**".
- The Department will assume no responsibility for cash lost in the mail.

4. Mail to:

Department of State  
Passports Vital Records Section  
44132 Mercure Cir.  
PO Box 1213  
Sterling, VA 20166-1213

**PLEASE NOTE: REQUESTS THAT ARE NOT NOTARIZED OR DO NOT INCLUDE A COPY OF REQUESTER'S VALID ID WILL BE DELAYED.**

**OVERNIGHT DELIVERY** - Send your request to our office using overnight delivery for quicker service. To have your records returned to you using overnight delivery, include an additional **\$14.85** with your request or a pre-paid envelope for the delivery service provider of your choice.

**TO CHECK THE STATUS OF YOUR PANAMA CANAL ZONE DOCUMENT REQUEST, CALL 202-485-8300.**

# MEDICAL RECORDS

For medical records write to the following address, making your request under the Freedom of Information Act and provide enough information to identify requester and medical charts in question. Mention **Organizational Records** and that you are a former Federal employee or dependent from the Canal Zone. You may be transferred to another location, but this is a good starting point.

## NATIONAL PERSONNEL RECORDS

**1 Archive Drive**  
**St. Louis, MO 63138**  
Telephone: 314-801-0800  
Fax: 314-801-9195

Email: [stl.archives@nara.gov](mailto:stl.archives@nara.gov)



Panama's Centennial Bridge is the second major bridge crossing the Panama Canal. It was built to supplement the overcrowded Bridge of the Americas and to replace it as the carrier of the Pan-American Highway. Photo from Wikipedia.