

FORMER CANAL ZONE INFORMATION

DODDS PANAMA SCHOOLS STUDENT RECORDS/TRANSCRIPT REQUEST PROCEDURES

CANAL ZONE SECONDARY SCHOOLS

All requests for Secondary student records should be directed to the DoDEA Records Center listed below.

PANAMA CANAL COLLEGE

All requests for Panama Canal College student records/transcripts, verification of financial aid, GED, and course descriptions, should be directed to the DoDEA Record Center listed below.

DoDEA Records Center
Attention: Transcripts
7441 Custer Rd. Bldg 2670
Ft. Benning, GA 31905
Phone: (706) 545-4785 Fax: (706) 545-1239
DSN Voice: 835-4785 DSN Fax: 835-1239
Email: transcripts@am.dodea.edu

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

- ♦ Full name under which enrolled at the time of attendance
- ♦ Social Security Number
- ♦ Date of Birth
- ♦ Name of school and year of graduation or last date of attendance
- ♦ A daytime telephone number
- ♦ Address student record should be mailed to

The requestor must sign the request letter because of the Privacy Act.

If it takes more than 10-12 working days to receive a student record, the requestor may call DoDEA Records Center at 706-545-4785 or DSN 835-4785 to inquire into the status of a request.

**REQUESTS CAN BE FAXED TO
(706) 545-1239 OR DSN 835-1239**

<http://www.dodea.edu/students/transcripts.cfm>

POTENTIAL EMPLOYERS AND RECRUITERS may contact the DoDEA Records Center to obtain a graduation verification letter. A valid release signed by the former DoDEA student must be obtained before any verification letter will be granted.

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7441 Custer Rd. Bldg 2670
Ft. Benning, Georgia 31905
Phone: (706) 545-4785 DSN: 835-4785
Fax: (706) 545-1239 DSN: 835-1239



TRAVELING TO PANAMA?

ENTRY / EXIT REQUIREMENTS: U.S. citizens traveling by air to and from Panama must present a valid passport when entering or re-entering the United States. Sea travelers must have a valid U.S. passport (or other original proof of U.S. citizenship, such as a certified U.S. birth certificate with a government-issued photo ID). Complete information for American citizens is available on the Passport Information page at travel.state.gov or by calling 1-877-4USA-PPT (1-877-487-2778) for information on applying for a passport.

Panamanian law requires that travelers present a passport valid for at least three months, and must either purchase a tourist card at the airport in Panama before clearing customs, or obtain a multiple entry visa from a Panamanian embassy or consulate before traveling to Panama. Further information may be obtained from the Embassy of Panama, 2862 McGill Terrace NW, Washington, DC 20009, tel. (202) 483-1407, or the Panamanian consulates in Atlanta, Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Diego, San Francisco, San Juan or Tampa.

As of August 26, 2008, U.S. tourists are allowed to stay in Panama for 90 days, without extension. If they want to stay longer, a "change of migratory status visa" should be requested through a Panamanian lawyer before the expiration of the 90 days in country. An initial fee of \$250.00 must be paid for the "change of migratory status visa." Please note that the approval of the change in migratory status falls under the Panamanian Immigration Office's discretion.

U.S. citizens transiting the Panama Canal as passengers who do not plan on disembarking from the ship do not need to obtain visas, report to customs, or pay any fees. If citizens plan to disembark, they need to obtain a tourist card from the cruise line or a visa at a Panamanian embassy or consulate prior to traveling. If they are piloting private craft or planes, then they need to have a pre-stamped visa from a Panamanian Embassy or consulate, as do persons crossing into Panama by land. U.S. citizens piloting private craft through the canal should contact the Panama Canal Authority at (011) 507-272-4567, (011) 507-272-4200, (011) 507-272-1111 or consult the Canal Authority web site to make an appointment.

Minors who are citizens (including dual-citizens) or legal residents of Panama are required to present birth certificates and notarized consent from both parents (in Spanish) in order to exit the country if not accompanied by both parents. This documentation is required at all land, sea, and air ports. Even if minors are not documented as Panamanian citizens and are documented as American citizens, they may be denied departure.

COPY OF PANAMA CANAL BIRTH OR DEATH CERTIFICATE

\Only Those Listed Below May Obtain a Copy of These Records:

- The individual whose birth is recorded on the document (if age 18 or older)
- A parent or legal guardian of the individual whose birth is recorded on the document
- An authorized government agency or
- A person with written authorization

All Consular Vital Records cost \$50 per document.

TO REQUEST COPIES OF A PANAMA CANAL ZONE BIRTH CERTIFICATE YOU MUST SUBMIT:

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

- Full name of the child at birth
- Any adoptive names of child
- Date and place of birth
- Full name of parents

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
Passport Services
Vital Records Section
Room 510
1111 19th Street, NW
Washington, DC 20036

TO REQUEST COPIES OF A PANAMA CANAL ZONE DEATH CERTIFICATE YOU MUST SUBMIT:

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

- Full name of deceased
- Date and place of death
- Signature of requester

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
Passport Services
Vital Records Section
Room 510
1111 19th Street, NW
Washington, DC 20036

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 \$12.72 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 202-955-0521.

FORMER CANAL ZONE INFORMATION

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/search/cz_search.php

PANAMA CANAL ZONE MARRIAGE LICENSES AND RELATED DOCUMENTS, 1904-79

The Panama Canal Zone Marriage Licenses and Related Documents, issues by the Canal Zone District Courts of Balboa, Cristobal or the Empire Range, 1904-79, (entry 45 UD-UP) Record Group 185 are in the custody of the National Archives and Records Administration, Archives II Reference Section, Textual Archives Services Division.

If a marriage license is located among the records, the Archives II Reference Section will send a National Archives Service Order Form with instructions for filling out the form. Total cost will be \$30. for a certified copy of the marriage license.

We will be pleased to make the RG 185 records and other finding aids available to researchers in our research room at the National Archives in College Park, Md. The Archives II Reference Section (NWCT2R) is located at 8601 Adelphi Road, College Park, Md., near the University of Maryland College Park campus. Research room hours are 9:00 a.m. to 5:00 p.m. Monday and Tuesday, and 9:00 a.m. to 8:45 p.m. on Wednesday, Thursday, and Friday, except on legal holidays. Records are pulled for researchers Monday through Friday, and not on Saturday. Saturday hours are 8:45 a.m. to 4:45 p.m.

The specific dates for extended hours are posted on the web site at:

[http://www.archives.gov/dc-metro/college-park/.](http://www.archives.gov/dc-metro/college-park/)

PANAMA CANAL ZONE MARRIAGE LICENSES AFTER 1979

For marriages after 1979, you can write to the Director General in the Republic of Panama.

MEDICAL RECORDS

National Archives at Atlanta
5780 Jonesboro Road
Morrow, Georgia 30260

Phone: 770-968-2100
E-mail: atlanta.archives@nara.gov

MEDICAL RECORDS FROM 1916 TO 1954 WERE DESTROYED IN 1979.

REQUESTS INVOLVING OFFICIAL MILITARY PERSONNEL FILES

NATIONAL PERSONNEL RECORDS CENTER
1 ARCHIVES DRIVE
ST. LOUIS, MO 63138

FORMER PANAMA CANAL FEDERAL CIVILIAN PERSONNEL RECORDS

<http://www.archives.gov/fed-employees/>

Official Personnel Folders (OPF), Archival Holdings and Access, ca. 1850-1951

Please identify the documents or information needed and explain the purpose of your request. Certain basic information needed to locate civilian personnel records, includes:

- * Full name used during Federal employment,
- * Date of birth
- * Social Security Number (if applicable)
- * Name and location of employing Federal agency,
- * Beginning and ending dates of Federal Service

Written requests may be mailed :

**NATIONAL ARCHIVES & RECORDS ADMINISTRATION
ATTN: ARCHIVAL PROGRAMS
P.O. BOX 38757
ST. LOUIS, MO 63138**

Archival OPFs are subject to the NARA fee schedule that authorizes the Agency to collect fees from the public for copies of archival records (44 USC 2116c and 44 USC 2307).

A mailed request requires the purchase of the COMPLETE photocopy of the OPF.

NOTE: DO NOT SEND PAYMENT UNTIL WE NOTIFY YOU THAT A RECORD HAS BEEN LOCATED.

* An OPF of 5 pages or less: \$20 flat fee

* An OPF 6 pages or more: \$60 flat fee

Official Personnel Folders (OPF), Federal (non-archival) Holdings and Access former Federal civilian employment ended after 1951

Former Federal Civilian Employees (the person of record): may obtain copies of most civilian and personnel medical records on file at the NPRC, including copies of the Standard Form 50 (Personnel Action) via written request. Different release procedures apply for archival civilian personnel records (see OPF, Archival Holdings and Access).

Authorized Third Party Requesters, e.g., lawyers, doctors, historians, etc., may submit requests for information from individual records with the person of record's signed and dated authorization. They should state who they are in relation to the individual and the purpose of the request. All authorizations should specify exactly what the person of record is allowing to be released to a third party. Authorizations are valid one year from date of signature. A sample authorization is included for your review. The NPRC requires a court order, if the subject of the file is unable to sign. Please see Court Order Requirements for additional directions.

General Public: If the subject of the file is LIVING, and you DO NOT have authorization from the person of record, only certain data may be obtained. Information available under the provisions of the Freedom of Information Act (FOIA). The Freedom of Information Act (FOIA) and the Privacy Act provide balance between the right of the public to obtain information from personnel records, and the right of the former Federal civilian employee to protect his/her privacy. If the subject of the file is DECEASED, copies of some documents and some information about the deceased may be releasable with proof of the subject's death. Proof of death is not required if the subject of record was born more than 100 years ago.

Federal law [5 USC 552a(b)] requires that all requests for records and information be submitted in writing. Each request must be signed (in cursive) and dated (within the last year). Please identify the documents or information needed and explain the purpose of your request.

Certain basic information needed to locate civilian personnel records, includes:

- * Full name used during Federal employment
- * Date of birth
- * Social Security Number (if applicable)
- * Name and location of employing Federal agency
- * Beginning and ending dates of Federal service

Written requests (signed and dated) may be mailed or faxed to:

**NATIONAL PERSONNEL RECORDS CENTER, ANNEX
1411 BOULDER BOULEVARD
VALMEYER, IL 62295**

FAX: 618-935-3014

UNITED STATES EMBASSY PANAMA CONSULAR SECTION

NEW ON-LINE APPOINTMENT SYSTEM MANDATORY FOR PASSPORT AND NOTARY SERVICES

The U.S. Embassy is pleased to announce a new on-line appointment system to manage passport and notary services provided by the Consular Section. This new system will reduce wait times for service and assist applicants by clarifying all needed documentation before appointments are scheduled.

As of August 15, 2011, the following services will be provided by appointment only: Please access the individual links for further information

ROUTINE PASSPORT SERVICES

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

NOTARY SERVICES

<http://panama.usembassy.gov/public-services.html>

CHILD & #8217;S CONSULAR REPORT OF BIRTH ABROAD AND FIRST PASSPORT

http://panama.usembassy.gov/consular_report_of_birth_abroad_and_first_passport.html

Appointments will be available as of July 29, 2011.

Services for emergencies, generally defined as having life or death implications, will still be handled on a walk-in basis during normal service hours.

**The Consular Section of the U.S. Embassy is located in Clayton, Building 783, Panama.
The Consular Section telephone number is 207-7000, fax is 207-7303.
The Embassy web site is <http://panama.usembassy.gov/>.**

SPILLWAY ISSUES ONLINE

<http://ufdc.ufl.edu/UF00094771/00729/allvolumes>

Join the Panama Canal Society on FACEBOOK and LinkedIN!



Panama Canal under construction, 1907