



**Office of the Attorney General of Guam**

**Leonardo M. Rapadas**

Attorney General of Guam

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**Instructions to Renewal Private and Government Notary Applicants**

- I. **QUALIFICATIONS:** Applicants must meet all of the following qualifications:
  - a. Be at least eighteen (18) years of age;
  - b. Reside on Guam;
  - c. Read and write English;
  - d. Be a Citizen of the United States; and
  
- II. **ATTACHMENTS:** The following items are attached to these instructions. Items A, B, and C must be submitted to our office according to these instructions.
  - a. Notary Instructions;
  - b. Notary Public Application;
  - c. Notarial Bond Form
  
- III. **INSTRUCTIONS:** Attach and submit the following documents to the Office of the Attorney General with your completed notary application. *Your signature on the declaration must be notarized.*
  - a. Original Police Clearance: The police clearance must be issued by the Guam Police Department within the last thirty (30) days of the date you submit your Notary Application to our Office.
  - b. Private Notaries: Application Fee of One Hundred Dollars (\$100.00). This fee is Non-Refundable and applies to both new and renewal applicants. The fee must be paid to the Treasurer of Guam prior to submitting your notary application. Proof of payment in the form of the original receipt by the Treasurer of Guam must be attached to and submitted with your notary application.
  - c. Government Notaries-Written Declaration: A written declaration addressed to the Attorney General and signed by the applicant's department or agency head shall be submitted along with the notary application. The declaration must be submitted for both new and renewal applicants.
  - d. Original Notarial Bond:
    - i. Renewals: Renewal applicants must submit an original notarial bond form issued and signed by both the applicant and authorized representative of the Surety (insurance) company.
  
- IV. **PROCESSING:** All completed applicants received by the Office of the Attorney General on or before the end of the month will be processed and scheduled for the written examination for the following month. Without exception, an applicant who does not meet all the requirements stated in these instructions is considered incomplete and will be returned without processing.
  
- V. **RENEWALS:**
  - a. When to submit: All renewal applicants may submit their notary applications up to thirty (30) days prior to their expiration date. If an application is submitted after the commission has already expired, the applicant must then re-take the written notary examination.
  - b. Journal Inspection: The journals of all notaries who are renewing applicants will be inspected for compliance in the notary's presence as provided for in 5 GCA § 33404. Please bring your journal(s) and stamp with you when you are submitting your renewal application. If for any reason our office cannot inspect your journal at that time, we will give you an appointment for a later date.

Note: *In accordance with 5 GCA § 33404(e) and § 33554(2), notaries required to surrender their journals to the Office of the Attorney General within thirty (30) days of the expiration of a commission.*

- VI. **MISCELLANEOUS:** Please review your application before submitting it to our office. You have the responsibility of ensuring that your application is complete. An incomplete application received by our office will be returned to you without processing

# NOTARY PUBLIC APPLICATION

OFFICE OF THE ATTORNEY GENERAL

LEONARDO M. RAPADAS

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The information solicited on this form is for the purpose of establishing that the applicant meets the statutory requirements of 5 GCA Chapter 33. Failure to provide the information requested on this form may result in denial of a notary public commission. This application will be a public record with the exception of Box 3 (page 2).

(TYPE OR PRINT CLEARLY)

Legal

Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Name on Commission Certificate: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Sex: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Employer's Name & Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Are you applying for **Private** or **Government** Notary Public? \_\_\_\_\_

Is this a New Application? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Is this a Renewal Application? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you reside in Guam? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Can you read English? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Can you write English? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you (since your 18<sup>th</sup> birthday) been convicted of any crime other than traffic violations? Yes: \_\_\_\_ No: \_\_\_\_

If Yes, indicate when, where and disposition of case: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been denied, revoked, suspended, restricted or have you ever resigned a notary public commission or any other professional license in Guam or in any state? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If Yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION OF APPLICATION**

I, \_\_\_\_\_, solemnly swear or affirm under penalty of perjury that the personal information in this application is true, complete, and correct; that I have read carefully the materials describing the duties of a notary in Guam; and that I will perform, to the best of my ability all notarial acts in accordance with the law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_, Guam  
(Village Notarized In)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

By \_\_\_\_\_  
(Applicant's Name)

\_\_\_\_\_  
**NOTARY PUBLIC**

# NOTARIAL BOND

## KNOW ALL MEN BY THESE PRESENTS:

**THAT I/WE** \_\_\_\_\_, as principal, and \_\_\_\_\_, as surety, are held and firmly bound unto all parties who may be injured by any official misconduct or negligence of said \_\_\_\_\_, as Notary Public in and for Guam without limit on the part of said principal, and in the total sum of One Thousand Dollars (\$1,000.00), lawful money of the United States, on the part of said surety, to be paid to the said parties, or their heirs, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the above bound principal, \_\_\_\_\_, has been duly appointed by the Attorney General of Guam as a Notary Public in and for Guam for the term of four (4) years from the date of his/her commission.

**WHEREAS**, the above bound surety, \_\_\_\_\_, is required to maintain this notarial bond for the entire four (4) year term of the principal's notarial commission.

**NOW, THEREFORE**, the conditions of the above obligation are such that if the said principal, \_\_\_\_\_, shall well, truly and faithfully perform all official duties now required of him/her by law, and all such additional duties as may be imposed on him/her by any law of Guam, then the above obligation is void, otherwise to remain in full force and effect.

**IN WITNESS WHEREOF**, the said principal and surety have affixed their hands and have caused these presents to be executed in Guam this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
**PRINCIPAL**

\_\_\_\_\_  
**SURETY**

### (For Official Use Only)

**THIS BOND** approved as to form and sufficiency of surety this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Leonardo M. Rapadas  
Attorney General of Guam  
Office of the Attorney General