



Office of the Attorney General of Guam

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Attorney General of Guam

NOTARY PUBLIC APPLICATION REQUIREMENTS

For Private and Government Applicants

- I. **Qualifications** *[5 G.C.A. Ch.33 § 33201(b)]*
 - a. Must be eighteen (18) years or older
 - b. Must be a resident of Guam
 - c. Must read and write English
 - d. Must be a citizen of the United States
 - e. Must pass a written examination administered by the Office of the Attorney General
 - f. Must submit an application containing no significant misstatement or omission of fact

- II. **Required Application Attachments**
 - a. Proof of payment of \$100 non-refundable fee *[Private notary applicants only]*
 - b. Guam Police Department-Police Clearance
 - c. Judiciary of Guam-Court Clearance
 - d. Office of the Attorney General-Criminal History Clearance
 - e. Evidence of Notarial Bond or Original Notarial Bond

- III. **Instructions**
 - a. Submit Notary application and all required attachments listed above

 - b. Submit receipt or copy of receipt of \$100 non-refundable fee made at the Department of Administration, Treasurer of Guam office *[Private notary applicants only]*

 - c. Once application is processed, your name will be placed on the list to take the Notary exam. An email confirmation will be sent to you confirming the date and time of exam *[Exam schedule posted our website at www.oagguam.org]*

 - d. Once you pass the exam, results will be emailed to you. *[Results valid for sixty (60) days from date of exam]*

 - e. If you fail the exam, you will be afforded another chance (total of two (2) chances) to pass the exam. An email will be sent to you confirming the date and time of the next exam. *[Please note that two (2) consecutive exam failures will result in closing of your file. You will be required to submit a new application and be subject to all requirements of a new applicant if you choose to reapply]*

 - f. Exam results will be available no more than ten (10) days after date of exam

- g. Applicants must meet all requirements prior to being scheduled for the exam
- h. The Guam Notary Act will serve as your study guide for the exam (*The Guam Notary Act is posted on our website at www.oagguam.org/*)