



Office of the Attorney General of Guam

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REMOTE ONLINE NOTARY REQUIREMENTS

Governor's Executive Order 2020-25

I. **Qualifications** [*5 G.C.A. Ch.33 § 33201(b)*]

1. Must have an existing Commission as a traditional Notary
 - a. Valid government issued identification
 - b. Must be eighteen (18) years or older
 - c. Must be a resident of Guam
 - d. Must read and write English
 - e. Must be a citizen of the United States
 - f. Must submit an application containing no significant misstatement or omission of fact
 - g. Must pass written exam
 - h. Must be insured or bonded

II. **Program Registration** [*Governor's Executive Order 2020-25*]

1. Registration Form
 - a. Complete and submit OAG Registration Form
2. Provide Technology Credential Analysis
 - a. Type of two-way online audio/video technology to be used
 - b. Name of vendor
 - c. Name of software
 - d. Sample of electronic seal
 - e. Sample of digital certificate
 - f. Sample of electronic journals

III. **Program Rules and Requirements:** [*Governor's Executive Order 2020-25*]

1. Remote Online Notary acts are permissible, and to be a valid notarial act, both the Notary Public and the signing person must be physically located on Guam at the time of the act
2. Remote Online Notary Registration term shall not exceed the duration of the public health emergency declared under Governor's Executive Order 2020-25, or unless extended by future Executive Orders, or applicable legislation, or duration of Commission term

3. Signing person shall personally appear before the Remote Online Notary Public by using two-way audio/video technology
4. Remote Online Notary Public shall verify the identity of the signing person at the time the signature is taken by using two-way audio/video technology based on the presentation of a government issued identification such as a driver's license, passport, military card
5. Remote Online Notary Public shall require the signing person to electronically transmit a legible copy of the signed document and the Remote Online Notary Public shall electronically transmit the notarized document back to the signing person. Notary act shall be validated by the issuance of the Remote Online Notary Public's
 - a. Electronic Seal
 - b. Digital Certificate
6. Remote Online Notary Public shall notify the Office of the Attorney General of Guam of any upgrades, replacements, conversions or modifications made to software technology used in the course of performing Remote Online Notary act
7. Electronic Journals, Documents, Notarial Information
 - a. Printed copies of Remote Notary Public's journals shall be preserved with traditional journals
 - b. Remote Notary Public's journals shall be maintained in chronological sequence of performing the Remote Online Notary act
 - c. Electronic information and documents provided by the signing person shall not be deleted, removed, altered or erased at any time
 - d. All electronic notarial acts, electronic journals, transactions and information provided and used in the electronic notarial act shall be kept in exclusive control of the Remote Online Notary Public at all times
 - e. All electronic notarial acts, electronic journals, transactions and information provided and used in the course of performing Remote Online Notary act shall be subjected to lawful requests to inspect and review
 - f. All documents, records and information printed on paper relating to the performance of the Remote Online Notary act shall be subjected to lawful requests to inspect and review
8. Remote Online Notary Processing Fee is \$25.00 *[Fee is subject to change at any time]*
9. Submission of bond/insurance information confirming Remote Online Notary coverage