

## RECORDING REQUIREMENTS

1. For **DEEDS: ONE (1) ORIGINAL** and **Three (3) PHOTOCOPIES** of the Original are required for recording pursuant to **Sections 60317, 60318 & 60319, Chapter 60, Title 21 GCA (Guam Code Annotated)**.
  2. All documents presented for recording shall be **NOTARIZED** by a **NOTARY PUBLIC** and **FULLY ACKNOWLEDGED** pursuant to **Section 33102, Chapter 33, Title 21 GCA. Notary Stamp** shall be in accordance with **Chapter 33, Title 5 GCA**, Notary Public as amended **by Public Law 23-81**, effective March 12, 1996. Please ensure that the Notary Stamp Block does not overlap the Notary Seal.
  3. **MARRIAGE OR DEATH CERTIFICATES** shall be **“CERTIFIED TO BE A TRUE COPY”** by the Department of Public Health Vital Statistics Division. Off-island Certificates must also be **“CERTIFIED TO BE A TRUE COPY.”**
  4. All documents from the **SUPERIOR COURT** shall be **“CERTIFIED TO BE TRUE COPY”** and **“SEALED”** by the Court.
  5. ALL **“DEEDS”** presented for recording such as a **Deed of Gift, Deed of Exchange, Deed of Partition, Grant Deed, Marshall’s Deed, Mortgagor’s Deed, Quitclaim Deed, Warranty Deed or a Mortgage’s Deed, etc.**, shall contain the following information:
    - a. **Title 21, GCA Section 2914**-Grantee’s Mailing Address
    - b. Real Property Description
    - c. Lot Number
    - d. Municipality
    - e. Survey Map Document Number
    - f. Area/Size of Property square meters
    - g. Estate Number, if applicable
    - h. Certificate of Title Number, if applicable
    - i. **Title 21, GCA Section 60314**-Statement of Availability of Power and Water
    - j. Grantor and Grantee Acknowledgment with the exception of a Deed of Gift. Deed of Gifts shall be acknowledged by the Grantor’s themselves.
  6. The following additional documents and/or instruments shall accompany **ALL DEEDS (Title 21 GCA, Section 29158** - effective September 11, 1993) **AFFIDAVIT OF TRANSFEREE** shall contain the following information and acknowledged by the Grantee(s) and Notarized by a Notary Public whether or not the Grantee is:
    - a. **Single** – and property acquired shall be **“My Sole and Separate Property”**; or
    - b. **Married** – and shall state the name of the spouse and if the property acquired is either:
      - (1) Community Property
      - (2) As Joint Tenants with Rights of Survivorship
      - (3) As Sole and Separate Property and Not Community Property.(Corporation, Executor, Administrator or Assignee are exempt from this requirement)
  7. **AFFIDAVIT OF TRUE CONSIDERATION** shall accompany deed if property acquired was purchased and shall state the purchase price (value) of real property and shall be acknowledged by both Grantor and Grantee and Notarized by a Notary Public (**Section 20102, Chapter 20, Title 11 GCA**).
- If your documents and/or instruments meet the recording requirements, please sign in on the logbook, kindly have a seat, and wait for your name to be called. Please be advised that this is a first come, first serve basis. Your patience is appreciated.
- Recording fees shall be paid at the Cashier Window located on the 3<sup>rd</sup> floor. Payment by check will be made payable to “Treasurer of Guam.” Please be advised, all receipts issued for recording shall be paid on the same day, otherwise recorded document(s) shall be cancelled due to nonpayment.
- Si Yu’os Ma’ase (Thank-you),

MICHAEL J.B. BORJA  
Ex Officio Recorder

Revised: Nov. 24, 2014

**DIPTTAMENTON MANMANHANO TANO'  
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**DIBISION REKOT TANO'  
(Land Records Division)**

**RECORDING REQUIREMENTS**

**Hours of Operations – 3<sup>rd</sup> Floor ITC Building  
8:00 a.m. – 4:00 p.m.  
Monday – Friday (Except Holidays)**