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(Department of Land Management)**

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590 S. Marine Corps Drive
Suite 733, ITC Building
Tamuning, Guam 96913**

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

DOCUMENT RECORDING REQUIREMENTS

**Recording Hours: 8:00 a.m. – 4:00 p.m.
Monday – Friday (Except Holidays)
3rd Floor ITC Building, Tamuning, Guam**

Revised: January 20, 2017

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 29154-Grantee's Mailing Address**
 - b. **Title 21, GCA Real Property Ch. 29 §29148 - Duty of Registrar Where Instrument Affecting Registered Land Offered for Filing.** Any instrument offered for filing with the registrar which affects registered land, with the name of the registered owner and with the number or numbers of the certificate or certificates of the last registration thereof, otherwise, none of such instruments shall be filed, nor will the same impart any notice to the registered owner or to any person dealing with such land.
 - c. **Real Property Description**
 - d. **Lot Number**
 - e. **Municipality**
 - f. **Survey Map Document Number**
 - g. **Area/Size of Property square meters**
 - h. **Estate Number, if applicable**
 - i. **Certificate of Title Number, Title 21, GCA Section 29148.**
 - j. **Title 21, GCA Section 60314-Statement of Availability of Power and Water**
 - k. **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 or Certificate Where Transferee is a Married Person or an Executor, Administrator, Assignee, or Trustee.**

The transferee shall furnish the registrar with an affidavit stating whether the transferee (except when the latter is a corporation, executor, administrator, or assignee) is married, or not married, and if married, the name of the husband and wife, and whether or not the property is community property and the fact shall be recorded on the certificate of title by the registrar before the transfer is made on the register. If the transferee be an executor or administrator, the certificate shall give the name of the deceased testator or testatrix or intestate, and if the transferee be an assignee or trustee, the name of the insolvent or bankrupt.
 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 3rd 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: 1/6/2017