

GOVERNMENT OF GUAM	
Department of Land Management	
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GOVERNMENT OF GUAM
(Gobietnon Guahan)
Department of Land Management
(Dipattementon Manmanehan Tåno')
Division of Land Records
(Dibisión Apunta (Nota) Tåno')

Document Recording Requirements

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

DOCUMENT RECORDING REQUIREMENTS

1. Title 21 GCA Ch. 60 § 60311, 60318 & 60319 for DEEDS: ONE 1 ORIGINAL and Three 3 PHOTOCOPIES of the Original are required for recording.
2. Title 21 GCA Ch. 33 § 33102 All documents presented for recording shall be NOTARIZED by a NOTARY PUBUC and FULLY ACKNOWLEDGED. Notary Stamp shall be in accordance with Title 5 GCA Ch. 33, Notary Public as amended by Guam 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 A 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. Mortgagors Deed, Quitclaim Deed, Warranty Deed or a Mortgage's Deed, etc., shall contain the following information:
 - a. Title 21 GCA Ch. 29 § 29154 Grantee's Mailing Address
 - b. Title 21 GCA 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 instrument's snail be filed, nor will the same impart any notice to the registered owner or to any person dealing with such land.
 - c. Legal Lot Description
 - d. Lot Number
 - e. Municipality
 - f. Survey Map Document Number
 - g. Area/Size of Property square meters
 - h. Estate Number, if applicable
 - i. Title 21 GCA Ch. 29 § 29148 Certificate of Title Number.
 - j. Title 23 GCA Ch. 60 § 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
 - a. Title 21 GCA Ch. 29 § 29158 Effective September 11, 1993, Affidavit or Certificate Where Transferee is a Married Person or an Executor, Administrator, Assignee, or Trustee.
 - b. 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. Title 11 GCA Ch. 20 § 20102 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.

If your documents and/or instruments meet the recording requirements, please sign in on the log book, 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 off Guam". Please be advised, all receipts issued for recording shall be paid on the same day, otherwise recorded documents shall be cancelled due to nonpayment.

Si Yu'os Ma'ase (Thank.you)