DOCUMENT RECORDING REQUIREMENTS

DEPARTMENT OF LAND MANAGEMENT



GOVERNMENT OF GUAM-DEPARTMENT OF LAND MANAGEMENT
OFFICE OF THE RECORDER

FILE FOR RECORD IS INSTRUMENT NUMBER_____

ON THE YEAR 20_____ MONTH _____ DAY _____ TIME _____

RECORDING FEE_____ RECEIPT NO._____

DEPUTY RECORDER _____

GOVERNMENT OF GUAM

DEPARTMENT OF LAND MANAGEMENT
LAND RECORDS DIVISION

Recording Hours: 9:00 a.m. – 4:00 p.m.
Monday – Friday (except holidays)
Suite 315, 3rd Floor ITC Building, Tamuning, Guam

DOCUMENT RECORDING REQUIREMENTS



1. FOR DEEDS: ONE (1) ORIGINAL AND TWO (2) PHOTOCOPIES OF THE ORIGINAL ARE REQUIRED FOR RECORDING PURSUANT TO TITLE 21 GUAM CODE ANNOTATED (GCA), CHAPTER 60, SECTIONS 60317, 60318 & 60319.

2. ALL DOCUMENTS PRESENTED FOR RECORDING SHALL BE NOTARIZED BY A NOTARY PUBLIC AND FULLY ACKNOWLEDGED PURSUANT TO TITLE 21, GCA, CHAPTER 33, SECTION 33102. NOTARY STAMP SHALL BE IN ACCORDANCE WITH TITLE 5 GCA, CHAPTER 33, 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 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. GRANTEE'S MAILING ADDRESS (TITLE 21 GCA, §19514).
B. NAME OF REGISTERED LAND OWNER AND CERTIFICATE(S) OF THE TITLE NUMBER(S) OF LAST REGISTRATION (TITLE 21 GCA, §29148).
C . REAL PROPERTY DESCRIPTION
D. TRACT, BLOCK & LOT NUMBERS
E. MUNICIPALITY
F. SURVEY MAP INSTRUMENT NUMBER
G. AREA/SIZE OF PROPERTY IN SQUARE METERS/SQUARE FEET/ACRES
H. ESTATE NUMBER, IF APPLICABLE
I. CERTIFICATE OF TITLE NUMBER (TITLE 21 GCA, §29148).
J. STATEMENT OF AVAILABILITY OF POWER AND WATER (TITLE 21 GCA, §60314)
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, §29158) – 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:

A. WHETHER THE TRANSFEREE (EXCEPT WHEN THE LATTER IS A CORPORATION, EXECUTOR, ADMINISTRATOR, OR ASSIGNEE) IS MARRIED, OR NOT MARRIED.
B. IF MARRIED, THE NAME OF THE HUSBAND AND WIFE

C. 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.

D. IF THE TRANSFEREE IS AN EXECUTOR OR ADMINISTRATOR, THE CERTIFICATE SHALL GIVE THE NAME OF THE DECEASED TESTATOR OR TESTATRIX OR INTESTATE, AND IF THE TRANSFEREE IS 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 (TITLE 11, GCA SECTION 20102, CHAPTER 20).

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 DEPARTMENT OF LAND MANAGEMENT CASHIER WINDOW, LOCATED ON THE 3RD FLOOR. ACCEPTABLE FORMS OF PAYMENT ARE CASH, CREDIT CARD, OR CHECK DRAWN FROM A BANK ON GUAM. CHECKS SHALL BE PAYABLE TO "TREASURER OF GUAM." SAME DAY FEE PAYMENTS FOR DOCUMENT RECORDING ARE REQUIRED, OTHERWISE RECORDED DOCUMENT(S) SHALL BE CANCELLED DUE TO NONPAYMENT.

REFERENCES

Title 21 GCA, Chapter 60
Land Management

Title 21 GCA, Chapter 29
Land Title Registration

DLM Service Fees

Listing of Private Notaries
https://guamattorneygeneral.org/guam-notary-program/

NOTES:



CONTACT US
LAND RECORDS DIVISION



Customer Service	(671) 649-5263 ext. 100/ 114
Recording	(671) 649-5263 ext. 100/ 117
Certificate of Title	(671) 649-5263 ext. 100/ 113
DLM Cashier	(671) 649-5263 ext. 100/ 111

(671) 649-5383

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dlm.guam.gov

JOSEPH M. BORJA
Ex Officio Recorder
Director, Department of Land Management

DEPARTMENT OF LAND MANAGEMENT