



Office of the Attorney General
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Prosecution Division
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Guidelines for Employers Requesting for an AG Case Clearance / Disposition

A request for AG Case Clearance / Disposition requires the following:

- 1) Letter from employer on company letterhead and reason for disposition request, i.e., for entrance onto a military base/facility for occupational work. In the letter, identify the individual with his or her full name (any aliases if known), DOB and SSN.
- 2) A letter or form signed by the individual or employee indicating that the individual or employee:
 - (a) waives any privacy or confidentiality rights in connection with the disposition request,
 - (b) consents to or authorizes the agency, employer or person to make a disposition request on behalf of the individual or employee,
 - (c) consents to or authorizes the disclosure of the requested disposition information to the employer, person, or agency making such a request,
 - (d) and includes a copy of photograph or a photo identification of the affected individual or employee.
- 3) Fee of \$15.00 in cash or check made payable to Treasurer of Guam. All checks will be subject to a \$35 fee should they be returned for insufficient funds.

Email and off-island requests are accepted provided the requests are submitted on company letterhead, with a company email address and any attachments. Clearances prepared for email and off-island requests will be held until proof of payment is furnished to the Prosecution Division (see AG Case Clearance Payment Form).

Our response will be in a disposition letter format with a copy sent to Guam Police Department Records and Identification Section for record purposes.

The AG Case Clearance form may be picked up by the requesting employer or by the individual for whom it is issued. A valid photo identification is required, along with written authorization from the employee to release the disposition letter. It may also be mailed if requested to the company address (please specify and include a self-addressed, postage paid envelope).

Should you have any questions, please do not hesitate to contact our office at 475-3406 extension 2410.