



Office of the Attorney General of Guam



NOTARY PUBLIC APPLICATION

- I. **QUALIFICATIONS:** Applicants must meet all of the following qualifications:
- Be at least eighteen (18) years of age;
 - Reside on Guam;
 - Read and write English;
 - Be a Citizen of the United States; and
 - Pass a written examination.
- II. **ATTACHMENTS:** The following items are attached to these instructions. Items A, B, and C must be submitted to our office according to these instructions. Items D, E and F are laws you should know as a notary public. Your knowledge of these laws will be tested if you are required to take the written examination.
- Notary Instructions;
 - Notary Public Application;
 - Evidence of Notarial Bond;
 - Notarial Bond Form (for renewing applicants);
 - Notary Written Examination Schedule;
 - Guam's Model Notary Law Codified as 5 GCA Chapter 33 § 33101 – 33701;
 - Public Law 24-89 enacted on October 7, 1997. This law discontinues the use of the term "Territory" and applies to notaries public; and
 - Public Law 24-130 enacted on February 16, 1998 adding a new § 33103.1 to the Model Notary Law.
 - Public Law 30-59 enacted on November 25, 2009 an act to repeal and reenact § 33106, 33214, and 33601 of Titles 5 Guam Code Annotated to the Model Notary Law.
- III. **INSTRUCTIONS:** Attach and submit the following documents to the Office of the Attorney General with your completed notary application. *Your signature on the declaration must be notarized.*
- Original Police Clearance: The police clearance must be issued by the Guam Police Department within the last thirty (30) days of the date you submit your Notary Application to our Office. Original Superior Court Clearance: The Court Clearance must be issued by the Superior Court of Guam within the last (30) days of the date you submit your Notary Application to our office. Original Clearance from the Office of the Attorney General: The AG Clearance must be issued by the Office of the Attorney General within the last (30) days of the date you submit your Notary Application to our office.
 - Private Notaries: Application Fee of One Hundred Dollars (\$100.00). This fee is Non-Refundable and applies to both new and renewal applicants. The fee must be paid to the Treasurer of Guam prior to submitting your notary application. Proof of payment in the form of the original receipt by the Treasurer of Guam must be attached to and submitted with your notary application.
 - Government Notaries-Written Declaration: A written declaration addressed to the Attorney General and signed by the applicant's department or agency head shall be submitted along with the notary application. The declaration must be submitted for both new and renewal applicants. Application fee waived for government applicants.
 - Evidence of Notarial Bond or Original Notarial Bond:
 - New Applicants: All new applicants must provide our office with an original form of Evidence of Notarial Bond issued and signed by both the applicant and authorized (name printed below signature) representative of the Surety (insurance) company.
 - Renewals: Renewal applicants must submit an original notarial bond form issued and signed by both the applicant and authorized representative of the Surety (insurance) company.

IV. **PROCESSING:** All completed applicants received by the Office of the Attorney General on or before the end of the month will be processed and scheduled for the written examination for the following month. Without exception, an applicant who does not meet all the requirements stated in these instructions is considered incomplete and will be returned without processing.

V. **RENEWALS:**

- a. When to submit: All renewal applicants may submit their notary applications up to thirty (30) days prior to their expiration date. If an application is submitted after the commission has already expired, the applicant must then re-take the written notary examination.
- b. Journal Inspection: The journals of all notaries who are renewing applicants will be inspected for compliance in the notary's presence as provided for in 5 GCA § 33404. Please bring your journal(s) and stamp with you when you are submitting your renewal application. If for any reason our office cannot inspect your journal at that time, we will give you an appointment for a later date.

Note: In accordance with 5 GCA § 33404(e) and § 33554(2), notaries required to surrender their journals to the Office of the Attorney General within thirty (30) days of the expiration of a commission.

VI. **WRITTEN NOTARY EXAMINATION:** Exam schedule is attached, please review for exam dates and ensure your presence on the exam date:

- a. Applicants are given two (2) consecutive chances to pass the written notary examination. Without exception, if you fail the examination two (2) consecutive times, your file will be closed and you will have to submit a new application along with the necessary attachments, including a receipt from the Treasurer of Guam proving payment of another application fee.
- b. 'sIf you do not show up for a scheduled exam, you will be given an automatic failure. If you cannot appear for the exam for any reason, you must call and inform us prior to the scheduled exam.
- c. You will be given sixty (60) minutes to complete the examination which consists of fifty (50) questions. To pass, you must have a passing score of 8 or less errors.
- d. Notices will be sent out notifying applicants of the results of the exam. If you do not receive a notice after seven (7) days from the date of the exam, please contact our office.
- e. After you have passed the written examination, the Attorney General will complete the bottom portion of the form of Evidence of Notarial Bond. The Evidence of Notarial Bond will then be returned to you for submittal to the Surety (insurance) company for processing of the Original Bond.

VII. **MISCELLANEOUS:** Please review your application before submitting it to our office. You have the responsibility of ensuring that your application is complete. An incomplete application received by our office will be returned to you without processing. Testing dates will be published. **No applications will be accepted on the day of the exam, this is to ensure that proper space and test exams are available to those who have submitted applications prior to the exam date. All applicants must be submitted before, or on the Friday before, the exam date. NO EXCEPTIONS!**

NOTARY PUBLIC APPLICATION

The information solicited on this form is for the purpose of establishing that the applicant meets the statutory requirements of 5 GCA Chapter 33. Failure to provide the information requested on this form may result in denial of a notary public commission. This application will be a public record with the exception of Box 2 and 3.

(TYPE OR PRINT CLEARLY)

Legal

Name: _____,
(Last Name) (First Name) (Middle Name)

Name on Commission Certificate: _____
(Name you want displayed on Notarial Commission)

Home Address: _____

Mailing Address: _____

Date of Birth: _____ Place of Birth: _____ Age: _____ Sex: _____

Citizenship: _____ Marital Status: _____

Home Phone: _____ Business Phone: _____ E-mail Address: _____

Are you applying as a New or Renewal Notary Public? _____

Are you applying as a Private or Government Notary Public? _____

Are you applying as a Notary Public for your employer? Yes _____ No _____

If yes, provide information below, if no, leave employer information blank.

Employer information:

Employer's Name and Address: _____

Occupation: _____ Supervisor's name: _____

Supervisor's business phone: _____ Supervisor's e-mail address: _____

Have you (since your 18th birthday) been convicted of any crime other than traffic violations? Yes: _____ No: _____

If yes, indicate when, where and disposition of case: _____

Have you ever been denied, revoked, suspended, restricted or have you ever resigned a notary public commission or any other professional license in Guam or in any state? Yes: _____ No: _____

If yes, explain: _____

DECLARATION OF APPLICATION

I, _____, solemnly swear or affirm under penalty of perjury that the personal information in this application is true, complete, and correct; that I have read carefully the materials describing the duties of a notary in Guam; and that I will perform, to the best of my ability all notarial acts in accordance with the law.

Dated this _____ day of _____, 2017.

(Signature of Applicant)

_____, Guam
(Village Notarized In)

Subscribed and sworn to before me this _____ day of _____, 2017.

By _____
(Applicant's Name)

NOTARY PUBLIC



Office of the Attorney General of Guam



EVIDENCE OF NOTARIAL BOND

I, _____ have submitted an application to _____ (Surety) for my Notarial Bond. The Notarial Bond will be issued as soon as the information below has been completed by the Attorney General of Guam and returned to the Surety.

Dated: _____.

APPLICATION RECEIVED BY:

APPLICANT'S SIGNATURE

SURETY (Print Name & Signature)

TO: _____ (SURETY)

This is to inform you that _____ passed the Notary Written examination on _____. Please process and issue the Notarial Bond for this person.

Dated: _____, 2017

Elizabeth Barrett-Anderson
Attorney General

Attachment "B"

NOTARIAL BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT I/WE _____, as principal, and _____, as surety, are held and firmly bound unto all parties who may be injured by any official misconduct or negligence of said _____, as Notary Public in and for Guam without limit on the part of said principal, and in the total sum of One Thousand Dollars (\$1,000.00), lawful money of the United States, on the part of said surety, to be paid to the said parties, or their heirs, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bound principal, _____, has been duly appointed by the Attorney General of Guam as a Notary Public in and for Guam for the term of four (4) years from the date of his/her commission.

WHEREAS, the above bound surety, _____, is required to maintain this notarial bond for the entire four (4) year term of the principal’s notarial commission.

NOW, THEREFORE, the conditions of the above obligation are such that if the said principal, _____, shall well, truly and faithfully perform all official duties now required of him/her by law, and all such additional duties as may be imposed on him/her by any law of Guam, then the above obligation is void, otherwise to remain in full force and effect.

IN WITNESS WHEREOF, the said principal and surety have affixed their hands and have caused these presents to be executed in Guam this ____ day of _____, 2017.

PRINCIPAL

SURETY

(For Official Use Only)

THIS BOND approved as to form and sufficiency of surety this ____ day of _____.

Elizabeth Barrett-Anderson
Attorney General of Guam
Office of the Attorney General



Office of the Attorney General of Guam



NOTARY EXAMINATION SCHEDULE

JANUARY-JUNE 2017

DAY	DATE	TIME
Tuesday	January 10, 2017	9:00a.m.
Tuesday	February 14, 2017	9:00a.m.
Tuesday	March 14, 2017	9:00a.m.
Tuesday	April 11, 2017	9:00a.m.
Tuesday	May 09, 2017	9:00a.m.
Tuesday	June 13, 2017	9:00a.m.

Examination to be administered on the 2nd floor, Attorney General's Office Training Room

590 S. Marine Corps Dr. Ste. 706· Tamuning, Guam 96913
(671) 475—3324 ext. 3770· (671) 472-2493 (Fax)

www.guamag.org



Office of the Attorney General of Guam



GUAM'S MODEL NOTARY ACT

Codified as

5 Guam Code Annotate, Chapter 33, §§ 33101-33701

&

Public Laws 24-89, 24-130 and 30-59

590 S. Marine Dr. Suite 706 Tamuning Guam 96913
(671) 475-3324 ext. 3770 (671) 472-2493 Fax

5 GCA GOVERNMENT OPERATIONS CH. 33 NOTARIES PUBLIC

CHAPTER 33 NOTARIES PUBLIC

- Article 1. Implementation.
- Article 2. Commissioning.
- Article 3. Powers and Limitations.
- Article 4. Journal and Seal.
- Article 5. Certificates.
- Article 6. Liability and Remedies.
- Article 7. Miscellaneous.
- Article 8. Authentication.
- Article 9. Officers in the Armed Forces.

ARTICLE 1 IMPLEMENTATION

- § 33101. Short Title.
- § 33102. Purposes.
- § 33103. Prospective Effect.
- § 33103. Non application to Court Reports and Other Court Officers.
- § 33104. Definitions.
- § 33105. Effective Date.
- § 33106. Notary Public Revolving Fund.

- **§ 33101. Short Title.**

This Chapter shall be known and may be cited as the *Model Notary Law*.

SOURCE: This entire Chapter was enacted by P.L. 21-106:2.

COMMENT: This Chapter is basically the *Model Notary Law* as promulgated by the National Notaries Association. The Guam Legislature has made various amendments to conform to local administrative needs and organization.

- **§ 33102. Purposes.**

This Chapter shall be construed and applied to advance its underlying purposes, which are:

1. To promote, serve, and protect the public interest;
2. To clarify and modernize the law governing notaries; and
3. To make uniform notarial laws among the jurisdictions enacting it.

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- **§ 33103. Prospective Effect.**

The existing bond, seal, length of commission term, and liability of current notaries commissioned before this Chapter's effective date may not be invalidated, modified, or terminated by this Chapter, but those notaries shall comply with this Chapter in performing notarizations and in applying for new commissions.

- **§ 33103.1. Non-application to Court Reporters and Other Court Officers.**

None of the provisions of this Chapter applies to any certification by official court reporters of transcripts of trials or other Court proceedings, or to the authentication of Court documents by other ministerial officers of the Court pursuant to statute or Court rule.

SOURCE: Added by P.L. 24-130:1.

- **§ 33104. Definitions.**

As used in this Chapter:

- (1) ***Acknowledgment*** means a notarial act in which a notary certifies that a signer, whose identity is proven on the basis of satisfactory evidence, has admitted, in the notary's presence, having signed a document voluntarily for its stated purpose.
- (2) ***Commission*** means to empower to perform notarial acts and the written authority to perform those acts.
- (3) ***Copy certification*** means a notarial act in which a notary certifies having made a photocopy of a document that is neither a public record nor publicly recordable.
- (4) ***A crime involving moral turpitude*** includes any felony committed in Guam or any crime committed outside Guam that would be a felony under Guam law, any crime involving personal injury, and any crime involving a breach of official duty if done willfully.
- (5) ***Fund*** means the Notary Public Revolving Fund as set forth in this Chapter.
- (6) ***Jurat*** means a notarial act in which a notary certifies that a signer, whose identity is proven on the basis of satisfactory evidence, has made, in the notary's presence, a voluntary signature and taken an oath or affirmation vouching for the truthfulness of the signed document.

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- (7) **Notarial act** and **notarization** mean any act that a notary is empowered to perform under Section 33301 of this Chapter.
- (8) **Notarial certificate** and **certificate** mean that part of or attachment to a notarized document for completion by the notary and bearing the notary's signature and seal.
- (9) **Notary Public** and **notary** mean any person commissioned to perform notarial acts under this Chapter.
- (10) **Oath** and **affirmation** mean a notarial act or part thereof in which a notary certifies that a person made a vow in the presence of the notary on penalty of perjury, with reference made to a Supreme Being for an oath.
- (11) **Official misconduct** means: (i) a notary's performance of or failure to perform any act prohibited or mandated, respectively, by this Chapter or by any other law in connection with a notarization; or (ii) a notary's performance of a notarial act in a manner found by the Attorney General to be negligent or against the public interest.
- (12) **Personal knowledge of identity** means familiarity with an individual resulting from contact with that individual over a period of time sufficient to eliminate every reasonable doubt that the individual has the identity claimed.
- (13) **Satisfactory evidence of identity** means identification of an individual based on:
- (i) any current passport or;
 - (ii) an official identification issued by a federal or state government with the individual's photograph and signature or;
 - (iii) personal knowledge of identity.
- (14) **State** includes any state of the United States, any United States territory, possession, or commonwealth, and the District of Columbia.

SOURCE: Amended by P.L. 23-81:2.

- **§ 33105. Effective Date.**

This Chapter shall take effect ninety (90) days following its enactment into law. Any notary public who is commissioned prior to the effective date of this Chapter shall continue to exercise the duties and responsibilities until his or her commission expires. Subsequent application for another commission shall be made in compliance with the provisions of this Chapter.

**5 GCA GOVERNMENT OPERATIONS
CH. 33 NOTARIES PUBLIC**

• **§ 33106. Notary Public Revolving Fund.**

Notwithstanding any law to the contrary, there is established a fund to be known as the “Notary Public Revolving Fund” (the Fund), which *shall* be maintained separate and apart from other funds of the government of Guam. All funds generated from fees under this Chapter for application, authentication, copying, and any other government fee required by this Chapter *shall* be deposited into the Fund. The Fund *shall* be used by the Office of the Attorney General for the purpose of the administration of the notary program, including personnel costs for training, notary educational programs, conferences and any administrative and equipment costs, subject to appropriation by *I Liheslaturan Guåhan*.

SOURCE: Added by P.L. 23-81:3. R/R by P.L. 30-059:2 (Nov. 25, 2009).

**ARTICLE 2
COMMISSIONING**

PART 1 - COMMISSION, QUALIFICATIONS, TERM

§ 33201. Commissioning.

§ 33202. Jurisdiction and Term.

§ 33203. Bond.

§ 33204. Recommissioning.

PART 2 - APPLICATION

§ 33210. Application.

§ 33211. Statement of Personal Qualifications.

§ 33212. Examination.

§ 33213. Notarized Declaration.

§ 33214. Fees.

§ 33215. Confidentiality.

§ 33220. Government employees.

• **§ 33201. Commissioning.**

(a) Except as provided in subsection (c), the Attorney General shall commission as a notary any qualified person who submits an application in accordance with this Chapter.

(b) A person qualified for a notarial commission must:

(1) Be at least eighteen (18) years of age;

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- (2) Reside on Guam;
 - (3) Read and write English;
 - (4) Be a citizen of the United States;
 - (5) Pass a written examination as required under § 33212 of this Chapter;
 - (6) Submit an application containing no significant misstatement or omission of fact.
- (c) The Attorney General may deny an application based on:
- (1) The applicant's conviction of a crime involving dishonesty or moral turpitude;
 - (2) Revocation, suspension, or restriction of a notarial commission or professional license issued to the applicant by this territory or any other state; or
 - (3) The applicant's official misconduct as defined in § 33104 of this Chapter whether or not disciplinary action resulted.

- **§ 33202. Jurisdiction and Term.**

A person commissioned as a notary by the Attorney General may perform notarial acts in Guam for a term of four (4) years, unless the notary's commission is revoked under § 33510 or the notary has resigned under § 33552 of this Chapter.

- **§ 33203. Bond.**

No notarial commission may be issued unless the notary has produced, as part of the application, evidence that, upon commissioning, a bond is in force in the sum of One Thousand Dollars (\$1,000). The bond must be executed by a licensed surety for the whole term of the notary's commission, terminating on its expiration date, with payment of the bond's principal to any person conditioned upon the notary's misconduct as defined in Section 33104 of this Chapter. The bond shall not be cancelled, revoked or modified without the express written authorization of the Attorney General, which shall be given only in extraordinary circumstance.

SOURCE: Amended by P.L. 23-81:4.

- **§ 33204. Recommissioning.**

An applicant for recommissioning as a notary shall submit a new application and comply anew with the provisions of this Article 2.

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PART 2 – APPLICATION

- **§ 33210. Application.**

Every application for a notarial commission must be made on forms provided by the Attorney General and include, at least:

- (1) A statement of the applicant's personal qualifications;
- (2) When required, an examination written by the applicant;
- (3) A notarized declaration by the applicant;
- (4) An application fee; and
- (5) Evidence of the bond required by 33203 of this Chapter.

- **§ 33211. Statement of Personal Qualifications.**

The application must show:

- (1) The applicant's age;
- (2) The applicant's residence and business address in Guam;
- (3) That the applicant can read and write English;
- (4) All criminal convictions of the applicant, including any pleas of guilty and nolo contendere or no contest; and
- (5) All issuances, denials, revocations, suspensions, restrictions and resignations of a notarial commission or other professional license involving the applicant in Guam or in any state.

SOURCE: Amended by P.L. 23-81:5.

- **§ 33212. Examination.**

- (a) Every first-time applicant shall be required to pass a written examination that tests the applicant's knowledge of notarial laws and procedures and is based on materials distributed by the Attorney General with the application forms.
- (b) The Attorney General shall give public notice of the examination requirement by publication in a newspaper of general circulation at least ninety (90) days in advance of the time at which examinations will first be given.
- (c) Persons authorized to administer oaths by any other law of Guam, and attorneys licensed to practice in Guam, shall not be required to take an examination.

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- **§ 33213. Notarized Declaration.**

Every applicant for a notarial commission shall sign the following declaration in the presence of a notary:

"Declaration of Applicant

I, _____ (name of applicant), solemnly swear (or affirm) under penalty of perjury that the personal information in this application is true, complete, and correct; that I have read carefully the materials describing the duties of a notary in Guam; and that I will perform, to the best of my ability all notarial acts in accordance with law.

_____ (signature of applicant)"

(Notarial certificate as specified in § 33452 of this Chapter.)

- **§ 33214. Fees.**

Every applicant for a notarial commission, except for applicants who are government employees, *shall* pay to the Treasurer of Guam a non-refundable fee of One Hundred Dollars (\$100). All fees *shall* be deposited into the Notary Public Revolving Fund and used according to § 33106 of this Chapter.

SOURCE: Amended by P.L. 23-81:6. R/R by P.L. 30-059:3 (Nov. 25, 2009).

- **§ 33215. Confidentiality.**

Disciplinary information in an applicant's or notary's Statement of Personal Qualifications under paragraphs (4) and (5) of § 33211 of this Chapter must be used by the Attorney General and designated territorial employees for the sole purpose of performing official duties under this Chapter and may not be disclosed to any person other than:

- (1) The applicant;
- (2) The applicant's authorized representative or surety;
- (3) A representative of federal, territorial, state, municipal or city government acting in an official capacity; or
- (4) A person specified by court order.

**5 GCA GOVERNMENT OPERATIONS
CH. 33 NOTARIES PUBLIC**

PART 3 - GOVERNMENT EMPLOYEES

• **§ 33220. Government Employees.**

- (a) The Attorney General may commission any number of government employees to act as notaries, but notaries so empowered may perform notarial acts only during their hours of employment with their respective government agencies. Such acts include the notarization for members of the public or for fellow employees, of any forms or statements which any government agency requires before transmittal from or submission to such agency, or any other notarial act; provided, however, that such government employees may charge no fees for notarial services.
- (b) Notaries empowered under this section may perform notarial acts in any part of Guam for a term of four (4) years, and shall seek recommissioning by the Attorney General for each subsequent term.
- (c) Except as provided in this section, an applicant for a notarial commission under this section must meet the requirements in Sections 33210 through 33215 of this Chapter. The application shall include a written declaration signed by the applicant's department or agency head stating that the commissioning is in the public interest. The fee imposed in Section 33214 of this Chapter is waived for employees of the government of Guam.
- (d) The premium on the bond and costs of all notarial supplies for a notary empowered under this section shall be paid from funds of the notary's government agency.
- (e) No fees may be charged for notarial services performed by a notary empowered under this section.
- (f) Upon leaving their employment with the government of Guam, notaries empowered under this section shall resign their commissions immediately and dispose of their journals and seals as provided in Sections 33553 and 33554 of this Chapter.
- (g) Unless otherwise specified in this section, a notary empowered under this section shall comply with all provisions of this Chapter.

SOURCE: Repealed/reenacted by P.L. 21-136:31. Amended by P.L. 23-81:7.

NOTE: The original section had subsections through "(g)". The amendment contained only subsection (a). However, since the Legislature "repealed and reenacted" the "section", not just one subsection thereof, the Compiler has retained only subsection (a) as representing the exact section as reenacted by the Legislature.

**5 GCA GOVERNMENT OPERATIONS
CH. 33 NOTARIES PUBLIC**

**ARTICLE 3
POWERS AND LIMITATIONS**

PART 1 - POWERS

- § 33301. Powers.
- § 33302. Disqualifications.
- § 33303. Impartiality.
- § 33304. False Certificate.
- § 33305. Testimonials.
- § 33306. Unauthorized Practice of Law.

PART 2 - FEES

- § 33310. Fees.
- § 33311. Notice of Fees.

- **§ 33301. Powers.**

A notary is empowered to perform the following notarial acts:

- (1) Acknowledgments;
- (2) Oaths and affirmations;
- (3) Jurats; and
- (4) Copy certifications.

- **§ 33302. Disqualifications.**

A notary is disqualified from performing notarial acts if the notary:

- (1) Is a signer of or named in the document that is to be notarized;
- (2) Will receive directly from a transaction connected with the notarial act any commission, fee (except for attorneys), advantage, right, title, interest, cash, property, or other consideration exceeding in value the fees specified in § 33310 of this Chapter; or
- (3) Is related to the person whose signature is to be notarized as a spouse, sibling, or lineal ascendant or descendant as defined in 15 GCA § 809 of the Estates & Probate Code of Guam.

SOURCE: Amended by P.L. 23-81:8.

- **§ 33303. Impartiality.**

- (a) A notary may not influence a person to enter into or not to enter into a lawful transaction involving a notarial act by the notary.
- (b) A notary shall perform notarial acts in lawful transactions for any requesting person who tenders the appropriate fee specified in § 33310 of this Chapter.

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- **§ 33304. False Certificate.**

A notary may not execute a certificate containing a statement known by the notary to be false or perform any official action with intent to deceive or defraud.

- **§ 33305. Testimonials.**

A notary may not endorse or promote any product, service, contest, or other offering if the notary's title or seal is used in the endorsement or promotional statement.

- **§ 33306. Unauthorized Practice of Law.**

(a) A non-attorney notary may complete but may not select notarial certificates, and may not assist another person in drafting, completing, selecting, or understanding a document or transaction requiring a notarial act.

(b) This section does not preclude a notary who is duly qualified in a particular profession from giving advice relating to matters in that professional field.

(c) A notary shall not make representations to have powers, qualifications, rights or privileges that the office of notary does not have, including the providing of legal advice unless the notary is also a licensed attorney.

(d) A non-attorney notary who advertises notarial services in any language shall include in the advertisement, notice, or sign the following statement, prominently displayed in the same language:

"I am not an attorney and have no authority to give advice on any legal matters".

PART 2 – FEES

- **§ 33310. Fees.**

(a) Subject to the provisions contained in this section, every Notary Public may demand and receive the following fees:

(1) For taking acknowledgment or proof of a deed or other instrument, to include the seal and writing of the certificate, for the first two (2) signatures, Ten Dollars (\$10) each; and for each additional signature, Eight Dollars (\$8);

(2) For administering an oath or affirmation, Ten Dollars (\$10);

(3) For every certificate of a certified true copy, and the seal, Ten Dollars (\$10).

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CH. 33 NOTARIES PUBLIC**

- Provided, however, that in no event may a Notary Public who is an employee of the government of Guam demand or receive any fee or compensation of any kind for performing any duty of a Notary Public during normal hours of work in his or her employment by the government.

- (b) A notary may charge a reasonable travel fee when traveling to perform a notarial act if:
 - (1) The notary explains to the person requesting the notarial act that the travel fee is separate from the notarial fee in subsection (a) and is neither specified nor mandated in law; and
 - (2) The notary and the person requesting the notarial act agree upon the travel fee in advance.

- (c) The Attorney General shall annually review the fees set out in subsection (a) of this section, and, after such review, if the Attorney General determines that such fees should be altered, the Attorney General may do so in the manner and under the procedures set out in the Administrative Adjudication Law.

SOURCE: Amended by P.L. 23-81:9.

- **§ 33311. Notice of Fees.**

Notaries shall display an English language schedule of fees for notarial acts, as specified in 33310(a) of this Chapter. No part of any displayed notarial fee schedule may be printed in smaller than 10-point type.

**ARTICLE 4
JOURNAL AND SEAL
PART 1 – JOURNAL**

- § 33401. Journal.
- § 33402. Entries in Journal.
- § 33403. Signature in Journal.
- § 33404. Inspection, Copying and Disposal of Journal.

PART 2 - SIGNATURE AND SEAL

- § 33410. Official Signature.
- § 33411. Official Seal.
- § 33412. Seal Impression.
- § 33413. Obtaining a Seal.

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PART 1 – JOURNAL

- **§ 33401. Journal.**

A notary shall keep, maintain, protect as a public record, and provide for lawful inspection a chronological, permanently bound, official journal of notarial acts, containing numbered pages.

- **§ 33402. Entries in Journal.**

(a) For every notarial act, the notary shall record in the journal before the time of notarization at least the following:

- (1) The date and time of day of the notarial act;
- (2) The type of notarial act;
- (3) A description of the document or proceeding;
- (4) The signature and printed name and address of each person for whom a notarial act is performed;
- (5) The evidence of identity of each person for whom a notarial act is performed, in the form of a description of the identification document, its issuing agency, its serial or identification number, and the date of its issuance if expired, or a statement by the notary that he or she has personal knowledge of identity of the person;
- (6) The fee, if any, charged for the notarial act; and
- (7) The address where the notarization was performed if not the notary's business address.

(b) A notary shall retain as an official record a duplicate photocopy of each certified copy.

(c) If refusing to perform or complete a notarial act, the notary shall record in the journal the reasons other than lack of proof of identification.

SOURCE: Amended by P.L. 23-81:10.

- **§ 33403. Signature in Journal.**

At the time of notarization, the notary's journal must be signed, as applicable, by:

- (1) The person for whom a notarial act is performed; and
- (2) The two (2) witnesses to a signature by mark of a document that is notarized.

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- **§ 33404. Inspection, Copying and Disposal of Journal.**

- (a) Except as otherwise provided in subsection (e) of this section, and notwithstanding 5 GCA, Chapter 10 or any other law, a journal of notarial acts is an official public record that may be inspected only in the notary's presence by an individual whose identity is personally known to the notary or proven on the basis of satisfactory evidence, who specifies the notarial act sought, and who signs the notary's journal.
- (b) Upon request in compliance with subsection (a) of this section, the notary shall provide a photocopy of an entry in the journal at a cost of not more than Five Dollars (\$5) per photocopy. If a certified photocopy is requested, the cost is as specified in Section 33310 of this Chapter.
- (c) A notary shall safeguard the journal and other notarial records as valuable public documents and never destroy them, except at the direction of the Attorney General.
- (d) The journal must be kept in the exclusive custody of the notary, and may not be used by any other notary or surrendered to an employer upon termination of employment.
- (e) Upon the request of the Attorney General or upon resignation, revocation, or expiration of a notarial commission, or death of the notary, whichever comes first, the notarial journal shall be delivered by personal service, certified mail or other means providing a receipt to the Attorney General's office.

SOURCE: Amended by P.L. 23-81:11.

PART 2 - SIGNATURE AND SEAL

- **§ 33410. Official Signature.**

In completing a notarial act, a notary shall sign on the notarial certificate exactly and only the name indicated on the notary's commission.

- **§ 33411. Official Seal.**

- (a) A notary shall keep an official notarial seal that is the exclusive property of the notary and that may not be used by any other person or surrendered to an employer upon termination of employment.
- (b) Upon resignation, revocation, or expiration of a notarial commission, or death of the notary, any seal having the expiration date of the commission on it must be destroyed in accordance with Article 7 of this Chapter. A new

5 GCA GOVERNMENT OPERATIONS CH. 33 NOTARIES PUBLIC

seal must be obtained, under § 33413 of this Chapter, for any new commission. The notary need not destroy the embossing seal, if any, nor obtain a new embossing seal, if there is not time lapse between the expiration of one commission and the granting of another commission.

- **§ 33412. Notarial Seals.**

- (a) Near the notary's official signature on a notarial certificate, the notary shall affix in black ink a sharp, legible, and photographically reproducible inked stamp impression of the notarial seal that must include the following elements:

- (1) The notary's name exactly as is indicated on the commission;
 - (2) The words "Notary Public, in and for the Territory of Guam, U.S.A." and "My commission expires (commission expiration date)";
 - (3) The address of the notary's business or residence; and
 - (4) A rectangular border surrounding the required words.

- (b) Illegible information within an inked stamp impression of the notarial seal may be typed or printed legibly by the notary adjacent to but not within the impression. The commission expiration date must be an integral part of the inked stamp notarial seal and may not be inserted into the impression.

- (c) An embossed seal impression that may be photographically reproducible and which shall contain the words "Notary Public in and for the Territory of Guam, USA," and the notary's name exactly as indicated on the commission shall be used in addition to but not in lieu of the seal described in subsection (a).

SOURCE: Amended by P.L. 23-81:12.

- **§ 33413. Obtaining a Seal.**

- (a) A vendor may not provide a notary seal, either inking or embossing, to a person claiming to be a notary, unless the person presents the following documents, which the vendor must retain for a period of three (3) years: A photocopy of the person's notarial commission, attached to a notarized declaration substantially as follows:

"Application for Notary Seal

I, _____ (name of person requesting the seal), declare that I am a Notary Public duly commissioned by the Territory of Guam, with a commission starting date of _____, a commission expiration date of _____, and a commission number of _____. As evidence, I attach to this paper a photocopy of my commission.

(signature of person requesting the seal)"

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CH. 33 NOTARIES PUBLIC**

- (b) A notary applying for a seal as a result of a name change shall present a copy of the Confirmation of Notary's Name Change from the Attorney General in place of the Application for a Notary Seal.
- (c) A vendor who fails to keep a document specified in this section is guilty of a petty misdemeanor.

**ARTICLE 5
CERTIFICATES**

§ 33450. General Acknowledgment.

§ 33452. Jurat.

§ 33453. Certified Copy.

- **§ 33450. General Acknowledgment.**

A notary shall use a certificate in substantially the following form in notarizing the signature or mark of persons acknowledging for themselves or as partners, corporate officers, attorneys in fact, or in other representative's capacities, or may use such other forms of certificates as are otherwise authorized by statute:

"Territory of Guam.

On this ____ day of _____, _____ before me, the undersigned notary, personally appeared, _____, the person(s) whose name(s) (is) (are) signed on the preceding or attached document, and acknowledged to me that (he) (she) (they) signed it voluntarily for its stated purpose(.) (as partner for _____, a partnership.) (as _____ for _____, a corporation.) (as attorney in fact for _____, the principal.) (as _____ for _____ (a) (the) _____.) (by mark before ___ and _____, subscribing witnesses.) _____

(official signature and seal of notary)"

SOURCE: First paragraph amended by P.L. 21-136:32.

- **§ 33452. Jurat.**

A notary shall use a jurat certificate in substantially the following form in notarizing a signature on an affidavit, deposition, or other sworn or affirmed written declaration:

"Territory of Guam.

Subscribed and sworn to before me this ____ day of _____, 20__ by _____.

_____ (official signature and seal of notary)"

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CH. 33 NOTARIES PUBLIC**

• **§ 33453. Certified Copy.**

A notary shall use a certificate in substantially the following form in notarizing a certified copy:

"Territory of Guam.

On this ____ day of _____, _____, I certify that the preceding or attached document, and the duplicate retained by me as a notarial record, are true, exact, (complete) (stated portion of _____ [named document]), and unaltered photocopies made by me of _____ (description of the document), (presented to me by the document's custodian, _____,) (held in my custody as a notarial record,) and that, to the best of my knowledge, are neither public records nor publicly recordable documents, certified copies of which are available from an official source other than a notary.

(official signature and seal of notary)"

**ARTICLE 6
LIABILITY AND REMEDIES**

PART 1 - LIABILITY

§ 33501. Liability of Notary, Surety and Employer.

§ 33502. Proximate Cause.

PART 2 – REVOCATION

§ 33510. Revocation.

§ 33511. Other Remedies.

§ 33512. Criminal Prosecution.

§ 33513. Additional Remedies not Prevented.

PART 3 -WILLFUL CRIMES

§ 33520. Impersonation.

§ 33521. Wrongful Possession.

§ 33522. Improper Influence.

PART 1 – LIABILITY

• **§ 33501. Liability of Notary, Surety and Employer.**

(a) A notary is liable to any person for all damages proximately caused that person by the notary's official misconduct in performing a notarization.

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- (b) A surety for a notary's bond is liable to any person for damages proximately caused that person by the notary's official misconduct in performing a notarization, but this liability may not exceed the penalty of the bond or of any remaining bond funds that have not been expended on other claimants. Regardless of the number of claimants, a surety's total liability may not exceed the penalty of the bond.
- (c) An employer of a notary is liable to any person for all damages proximately caused that person by the notary's official misconduct in performing a notarization related to the employer's business, only if the employer directed, encouraged, consented to, or approved the notary's misconduct, either in the particular transaction, or as implied by previous actions in at least one (1) similar transaction.
- (d) An employer of a notary is liable for all damages recovered from the notary as a result of official misconduct that was coerced by threat of the employer, if the threat, such as of demotion or dismissal, was made in reference to the particular notarization, or implied by the employer's previous action in at least one (1) similar transaction. In addition, the employer is liable to the notary for damages caused the notary by demotion, dismissal, or other action resulting from the notary's refusal to commit official misconduct.
- (e) If the employer is the government of Guam, damages may be recovered only through the procedures of the Government Claims Act.

- **§ 33502. Proximate Cause.**

Recovery of damages against a notary, surety, or employer does not require that the notary's misconduct be the sole proximate cause of the damages.

PART 2 – REVOCATION

- **§ 33510. Revocation.**

- (a) The Attorney General may revoke a notarial commission on any ground for which an application for a notarial commission may be denied under 33201 of this Chapter.
- (b) Resignation or expiration of a notarial commission does not terminate or preclude an investigation into a notary's conduct by the Attorney General, who may pursue the investigation to a conclusion, whereupon it must be made a matter of public record whether or not the findings would have been grounds for revocation.

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CH. 33 NOTARIES PUBLIC**

- **§ 33511. Other Remedies.**
 - (a) The Attorney General may deliver a written Official Warning to Cease Misconduct to any notary whose actions are judged to be official misconduct under § 33104 of this Chapter.
 - (b) The Attorney General may seek a court injunction to prevent a person from violating any provision of this Chapter.

- **§ 33512. Criminal Prosecution.**

A notary who knowingly and repeatedly performs or fails to perform any act prohibited or mandated respectively by this Chapter is guilty of a third degree felony. A notary who knowingly performs a notarization for a person who does not appear before the notary or at the notary's office is guilty of a third degree felony.

- **§ 33513. Additional Remedies not Prevented.**

The remedies of this Chapter supplement other remedies and penalties provided by law.

Part 3 - Willful Crimes

- **§ 33520. Impersonation.**

Any person not a notary who knowingly acts as or otherwise impersonates a notary is guilty of a third degree felony. Impersonation includes performing notarial acts when the commission of the person performing has expired or been revoked or the person has resigned his or her commission.
SOURCE: Amended by P.L. 23-81:13.

- **§ 33521. Wrongful Possession.**

Any person who knowingly obtains, conceals, defaces, or destroys the seal, journal, or official records of a notary is guilty of a third degree felony.

- **§ 33522. Improper Influence.**

Any person who knowingly solicits, coerces, or in any way influences a notary to commit official misconduct is guilty of a third degree felony.

**ARTICLE 7
MISCELLANEOUS**

- § 33550. Change of Address.
- § 33551. Change of Name.
- § 33552. Lost Journal or Seal.
- § 33553. Resignation.

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§ 33554. Disposition of Seal and Journal.

§ 33555. Death.

§ 33556. Copying Fees.

- **§ 33550. Change of Address.**

Within thirty (30) days after the change of a notary's business or residence address, the notary shall deliver to the Attorney General, by certified mail or other means providing a receipt, a signed notice of the change, giving both old and new addresses.

- **§ 33551. Change of Name.**

(a) A notary with a change of name shall deliver to the Attorney General a signed notice of the change, giving both old and new names and the effective date of the new name.

(b) Starting on the effective date of the change, a notary with a new name officially shall sign that name on all notarial certificates, but only after the following steps have been completed:

- (1) The notice described in subsection (a) of this section has been delivered;
- (2) A Confirmation of Notary's Name Change has been received from the Attorney General;
- (3) A new seal bearing the new name exactly as in the Confirmation has been obtained; and
- (4) The surety for the notary's bond has been informed in writing.

- **§ 33552. Lost Journal or Seal.**

Within ten (10) days after the loss or theft of any official journal or seal, the notary shall deliver to the Attorney General, by certified mail or other means providing a receipt, a signed notice of the loss or theft, and inform the appropriate law enforcement agency in the case of theft.

- **§ 33553. Resignation.**

(a) A notary who resigns a notarial commission shall deliver to the Attorney General, by certified mail or other means providing a receipt, a notice indicating the effective date of resignation.

- **§ 33554. Disposition of Seal and Journal.**

(a) When a notarial commission is resigned, revoked, or expires, the notary shall:

- (1) As soon as reasonably practical, destroy the official seal; and
- (2) Within thirty (30) days of the after the effective date of resignation, revocation or expiration, deliver to the Attorney

General, by certified mail or other means providing a receipt, the notarial journal and records.

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5 GCA GOVERNMENT OPERATIONS CH. 33 NOTARIES PUBLIC

- **§ 33555. Death.**

If a notary dies during the term of commission, the notary's heirs or legal representative, as soon as reasonably practical after death, shall deliver to the Attorney General by certified mail or other means providing a receipt (i) a notice of the date of death, and (ii) the notarial journal and records.

- **§ 33556. Copying Fees.**

Notwithstanding 5 GCA § 10203, or any other law, the Attorney General may charge a copying fee not to exceed Two Dollars (\$2) for the first page of any requested document under this Chapter, such as Notarial Commissions, Certificates of Authority and the Model Notary Law, not to exceed One Dollar (\$1) for each additional page. All fees shall be deposited into the Fund.

SOURCE: Added by P.L. 23-81:14.

ARTICLE 8 AUTHENTICATION

§ 33601. Evidence of Authenticity of Notarial Act.

§ 33602. Certificate of Authority.

§ 33603. Apostille.

- **§ 33601. Evidence of Authenticity of Notarial Act.**

(a) The authenticity of the official notarial seal and signature of a notary of Guam may be evidenced by:

(1) A Certificate of Authority from the Attorney General, authenticated as necessary;

(2) An Apostille in the form prescribed by the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents of October 5, 1961; *or*

(3) An Apostille as specified by the Hague Convention must be attached to any document requiring authentication that is sent to a nation that has signed and ratified the Convention and, within the government of Guam, may *only* be issued by the Director *or* Deputy Director of the Department of Administration, with the Great Seal of Guam affixed thereto by *I Segundu na Maga'lahi* (the Lieutenant Governor). When issuing an Apostille, the Department of Administration *shall* verify the authenticity of the notary's commission and signature with the Attorney General.

**5 GCA GOVERNMENT OPERATIONS
CH. 33 NOTARIES PUBLIC**

(b) The Attorney General may charge a Fifty Dollar (\$50) nonrefundable fee for a Certificate of Authority. The Department of Administration may charge a Fifty Dollar (\$50) non-refundable fee for an Apostille. Such fees *shall* be deposited into the Notary Public Revolving Fund.

SOURCE: Amended by P.L. 23-81:15. R/R P.L. 30-059:4 (Nov. 25, 2009).

• **§ 33602. Certificate of Authority.**

A certificate of authority evidencing the authenticity of the official notarial seal and signature of a notary of Guam must be in substantially the following form:

"Certificate of Authority for a Notarial Act

I, _____ (name, Attorney General of the Territory of Guam, U.S.A.) certify that (name of notary), the person named in the seal and signature on the attached document(,) is a notary public for the Territory of Guam, U.S.A., and was authorized to act as such at the time of the document's notarization.

To verify this Certificate of Authority for a Notarial Act, I have affixed below my signature and seal of office this _____ day of _____, _____."

• **§ 33603. Apostille.**

An Apostille prescribed by the Hague Convention, as cited in 28 U.S.C.A. in the annotations to Rule 44 of the Federal Rules of Civil Procedure, must be in the form of a square with sides at least nine (9) centimeters long and contain exactly the following wording:

"APOSTILLE

(Convention de La Haye du 5 octobre 1961)

1. Country: United States of America This public document

2. has been signed by _____

3. acting in the capacity of _____

4. bears the seal/stamp of _____ CERTIFIED

5. at _____ 6. the _____

7. by _____

8. No. _____

9. Seal/Stamp 10. Signature _____"

SOURCE: Amended by P.L. 23-81:16.

**5 GCA GOVERNMENT OPERATIONS
CH. 33 NOTARIES PUBLIC**

**ARTICLE 9
OFFICERS IN THE ARMED FORCES
AUTHORIZED TO ACT AS NOTARIES**

§ 33701. Officers May Perform Notarial Acts.

- **§ 33701. Officers May Perform Notarial Acts.**

Any commissioned officer of the Armed Forces of the United States, while on active duty, who is authorized to administer oaths by the Uniform Code of Military Justice, may administer oaths and affirmations, take depositions, affidavits and acknowledgements of deeds, grants, transfers and other instruments of writing, and powers of attorney, of any person who for the time being is on active duty with the Armed Forces of the United States, in the same manner as a Notary Public.

Any oath or affirmation administered, or deposition or affidavit taken, or acknowledgment certified by such officer hereunder, if otherwise in accordance with law, shall be effectual for all purposes as if administered, taken or certified by a Notary Public appointed and commissioned under this Chapter.

NOTE: Section 2 of P.L. 21-106 stated:

Effective date. This Act shall go into effect ninety (90) days after its approval, except that the Attorney General shall forthwith prepare the necessary examinations and cause to be promulgated the necessary rules and regulations governing the procedures set out in this Act.

Citation/Title

ST T.15, Sec 809, Lineal Consanguinity Defined.

- 11387 T15 GCA § 809

**GUAM CODE ANNOTATED
TITLE 15. ESTATES & PROBATE
DIVISION 2. SUCCESSION & SIMULTANEOUS DEATH.
CHAPTER 8. SUCCESSION
SUBCHAPTER A. GENERAL PROVISION**

Current through P.L. 26-72(2001)

§ 809. Lineal Consanguinity Defined.

Lineal Consanguinity, or the direct line of consanguinity, in the relationship between persons one of whom is a descendant of the other. The direct line of consanguinity is divided into a direct line descending, which connects a person with those who descend from such person with those who descend from such person, and a direct line ascending, which connects a person with those who such person descends. In the direct line there are many degrees as there are generations. Thus a child is, with regard to such child's parents, in the first degree; a grandchild; with regard to such grandchild's grandparent, in the second degree; and vice versa as to the parent and grandparent with regard to their respective children and grandchildren.

Source: Probate Code of Guam (1970), § 252

Public Law No. 24-130

Bill No. 424 (COR)

Date Became Law: February 16, 1998

Governor's Action: Approved

Introduced By:

E. Barrett-Anderson	A.C. Lamorena, V.
T.C. Ada	C.A. Leon Guerrero
<u>F.B. Aguon, Jr.</u>	L. Leon Guerrero
A.C. Blaz	V.C. Pangelinan
J.M.S. Brown	J.C. Salas
Felix P. Camacho	A. LG Santos
M.C. Charfauros	F.E. Santos
E.J. Cruz	A.R. Unpingco
W.B.S. M. Flores	J. Won Pat-Borja
Mark Forbes	
L.F. Kasperbauer	

**AN ACT TO ADD A NEW §§ 33103.1 TO ARTICLE 1, CHAPTER 33 OF
TITLE 5 OF GUAM CODE ANNOTATED, RELATIVE TO THE MODEL
NOTARY LAW'S NON-APPLICATION TO COURT REPORTERS AND OTHER
MINISTERIAL OFFICERS OF THE COURTS.**

Section 1...Added §§ 33103.1 to 5 GCA

BE IT ENACTED BY THE PEOPLE OF GUAM

Section 1. A new §§ 33103.1 is hereby added to Article 1, Chapter 33 of Title 5 of the Guam Code Annotated to read as follows:

“ Section 33103.1. Non-Application to Court Reporters and Other Officers. None of the provisions of the Chapter Applies to any certification by official court reporters of transcripts of trials or other Court proceedings, or to the authentication of Court documents by other ministerial officers of the Court pursuant to statute or Court rule.”

Public Law No. 24-89

Bill No. 320 (COR)

Date Became Law: October 07, 1997

Governor's Action: Approved

Introduced by:

Mark Forbes

A.C. Lamorena, V.

L.F. Kasperbauer

T.C. Ada

F.B. Aguon, Jr.

E. Barrett-Anderson

A.C. Blaz

J.M.S. Brown

Felix P. Camacho

M.C. Charfauros

E.J. Cruz

W.B.M.S. Flores

C.A. Leon Guerrero

L. Leon Guerrero

V.C. Pangelinan

J.C. Salas

A. LG Santos

F.E. Santos

A.R. Unpingco

J. Won Pat-Borja

AS AN ACT TO ADD A NEW § 420 TO TITLE 1 OF THE GUAM CODE ANNOTATED, RELATIVE TO DISCONTINUING THE USE OF THE TERM “TERRITORY OF GUAM” IN OFFICIAL GOVERNMENT ACTS, TITLES AND DOCUMENTS, AND TO DISCONTINUE THE USE OF THE TERM, “TERRITORIAL” IN GOVERNMENT TITLES.

Public Law No. 30-59

Bill No. 176 (COR)

Date Became Law: November 25, 2009

Governor's Action: Approved

Introduced By:

Adolpho B. Palacios, Sr.

T.C. Ada

F.B. Aguon Jr.

F.F. Blas Jr.

E.J.B. Calvo

J.V. Espaldon

Judith P. Guthertz, DPA

T.R. Muna-Barnes

V.C. Pangelinan

M.J. Rector

R.J. Respecio

Ray Tenorio

Telo Taitague

Judith T. Won Pat, Ed.D

AN ACT TO REPEAL AND REENACT §§ 33601 OF TITLE 5, GUAM CODE ANNOTATED, TO ESTABLISH A SEPARATE NOTARY PUBLIC REVOLVING FUND; TO ESTABLISH NEW FEES COLLECTED BY THE GOVERNMENT OF GUAM FOR NOTARY APPLICATIONS; AND FOR ISSUING CERTIFICATES OF AUTHENTICITY AND APOSTILLES, AND TO CLARIFY THAT APOSTILLES ARE ISSUED BY THE DIRECTOR OR DEPUTY DIRECTOR OF THE DEPARTMENT OF ADMINISTRATION.

**9 GCA CRIMES AND CORRECTIONS
CH. 80 DISPOSTION OF OFFENDERS**

§ 80.50 Fines & Restitution as Sentence Allowed: Limited

A person who has been convicted of an offense may be sentenced to pay fine or make restitution not exceeding:

- (a) Ten Thousand Dollars (\$10,000.00), when the conviction is a felony of the first or second degree;
- (b) Five Thousand Dollars (\$5000.00), when the conviction is of a felony of the third degree;
- (c) One Thousand Dollars (\$1000.00), when the conviction is of a misdemeanor;
- (d) Five Hundred Dollars (\$500.00), when the conviction is of a petty misdemeanor or violation;
- (e) Any higher amount equal to double the pecuniary gain to the offender or loss to the victim caused by the conduct constituting the offense by the offender. In such case the court shall make a finding as to the amount of the gain or loss, and if the record does not contain sufficient evidence to support such a finding the court may conduct a hearing upon the issue. For purposes of this Section, the term "gain" means the amount of money or the value of property derived by the offender and the term "loss" means the amount of the value separated from the victim;
- (f) Any amount specifically authorized by statute.

The Restitution ordered paid to the victim shall not exceed his loss.

SOURCE: G.P.C. § 19; M.P.C. § 6.03; Cal. § 325 (1971); Mass. Ch 264, § 15; *NJ. 2C:23-3

**9 GCA CRIMES AND CORRECTIONS
CH. 80 DISPOSITION OF OFFENDERS**

§ 80.30. Duration of Imprisonment.

Except as otherwise provided by law, a person who has been convicted of a felony may be sentenced to imprisonment as follows:

- (a) In the case of a felony of the first degree, the court shall impose a sentence of not less than five (5) years and not more than twenty (20) years;
- (b) In the case of a felony of the second degree, the court shall impose a sentence of not less than three (3) years and not more than ten (10) years; and
- (c) In the case of a felony of the third degree, the court may impose a sentence of not more than five (5) years.

SOURCE: Enacted 1977; repealed and reenacted by P.L. 14-143, eff. 10/01/78.

**5 GCA GOVERNMENT OPERATIONS
CH. 10 FREEDOM OF INFORMATION**

**Article 2
Records**

§ 10201. Inspection of Public Records; Certified Copies

NOTE: Sections 10201 and 10202 were added by P.L. 12-34 as § 6251 and 6252, renumbered to § 6270 and § 6271, respectively, by the Editor of the 1974 Supplement to Government Code.

Public Law 18-47:2 repealed these sections because the Sunshine Act of 1986 Contained its own provision and, therefore, when P.L. 19-5:139 repealed the entire P.L. 18-47, it revived the former sections repealed by section 2 of P.L. 18047. Thus, there remains authority to charge for copies.

§ 10201. Inspection of Public Records: Certified Copies.

Every person has a right to inspect any public writing on record in Guam and every public officer having the custody thereof is bound to permit such inspection, and to give on demand on payment of the legal fees thereof a certified copy of such writing or record.