



Dipåtamenton Kontribusion yan Adu'aña

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guåhan

LOURDES A LEON GUERRERO, Governor Maga'hága
JOSHUA F. TENORIO, Lt. Governor Sigundo Maga'láhi

DAFNE M SHIMIZU, Director
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Segundo Direktor

INSTRUCTIONS FOR TEMPORARY ON-ISLAND MAIL-IN RENEWAL APPLICATION
FOR NON-REAL ID DRIVER'S LICENSES ONLY
2020.08.12

Due to the current public health emergency resulting from the novel coronavirus, DRT is temporarily allowing for mail-in renewals for NON-REAL ID Driver's Licenses. This is for mail-in renewals for Guam residents only. Please note: **This is a NON-REAL ID credential.** REAL ID compliant Driver's License credentials are issued via in-office visits only.

Instructions: Please download and print the following application. To prevent any delay, please ensure that all requirements listed below are met and the proper form of payment is enclosed with your application.

****Renewal:** Licensee may renew ninety (90) days prior to expiration date.

IMPORTANT: If the Guam driver's license is expired for a period of one (1) year or more, a written examination is required. The applicant must be present to schedule for the written test.

****Converting Intermediate to a Full License:** Applicant must have held their Intermediate Driver's License for twelve (12) months from the issue date and not have had any traffic violations throughout the duration of holding the license. Any holder who has violated any of the provisions of this Act shall not advance to the next stage of licensure for an additional period of six (6) months. If the expiration of the Intermediate License exceeds one (1) year, a written examination is required and must schedule an appointment online. The applicant must have a traffic clearance from the Superior Court of Guam.

REQUIREMENTS: Please enclose the following documents with your application

1) CLEAR COPY of your Guam Driver's License or one of the following valid (not expired) photo identifications:

- Passport (U.S. or Foreign)
- Military I.D. (Active, Retiree, Dependent ONLY)
- Guam I.D.
- Stateside I.D.

IMPORTANT: Facial features and information on the photo identification must be clear and legible.

- 2) Complete and **NOTARIZED** driver's license application below
- 3) Signature specimen SIGNED IN BLACK INK ONLY
- 4) Two (2) U.S. Passport sized (2x2) color photos (Must be taken with a plain white background) (PLEASE DO NOT STAPLE PHOTOS TO APPLICATION)
- 5) Eye Specialist Certification (**For renewals only**)
- 6) Traffic clearance from the Superior Court of Guam. Clearances are valid for 30 days. (**For Converting Intermediate to Full license holders only.**)
- 7) **ACTIVE DUTY IN THE ARMED FORCES WITH AN EXPIRED GUAM DRIVER'S LICENSE:** (To waive any late fees or testing) Must provide a clear copy of military I.D. (front and back) and military orders showing the date you were stationed or deployed out of Guam when your Guam driver's license expired. Your renewal fee will be waived; however, the postage fee still applies. (THIS WAIVER DOES NOT APPLY TO SPOUSE OR DEPENDENTS) **NOTE: This waiver is only for renewals, not replacements Veterans, please see #3 on the application.**
- 8) **APPLICANT WITH A NAME CHANGE:** Must submit an original or certified copy of the following documents that apply: Marriage certificate, divorce decree (name must be stipulated), naturalization certificate, or court order name change. *All original documents will be returned.*
- 9) **PAYMENT:** Personalized check, U.S. money order, or U.S. cashier's check payable to: **TREASURER OF GUAM**



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Driver's License Fee Schedule	Total Fee															
Replacement/Converting Intermediate to Full License- \$10.00 + \$3 Postage Fee	\$13.00															
3-Year Driver's License- \$25.00 + \$3.00 Postage fee	\$28.00															
5-Year Driver's License- \$45.00 + \$3.00 Postage fee	\$48.00															
Replacement Fee For All Classes- \$25.00 + \$3.00 Postage fee	\$28.00															
<p>Late Penalties - \$5.00 for every three months for a maximum of \$40.00. The penalty will be in <u>addition to the renewal fee.</u> For example: An applicant's Driver's License expires on January 2 and the applicant applies for a 3-year driver's license renewal between the following dates:</p> <table border="1"> <thead> <tr> <th></th> <th>Penalty</th> <th>Total Fee Due</th> </tr> </thead> <tbody> <tr> <td>January 3 to April 2.....</td> <td>\$ 5.00</td> <td>\$ 25.00 (\$20 +5)</td> </tr> <tr> <td>April 3 to July 2.....</td> <td>\$ 10.00</td> <td>\$ 30.00 (\$20 +10)</td> </tr> <tr> <td>July 3 to October 2.....</td> <td>\$ 15.00</td> <td>\$ 35.00 (\$20 +15)</td> </tr> <tr> <td>October 3 to January 2 of the following year.....</td> <td>\$ 20.00</td> <td>\$ 40.00 (\$20 +20)</td> </tr> </tbody> </table> <p>NOTICE: Late penalty fees are determined as per post-marked date. **LATE FEES APPLY TO THOSE EXPIRED PRIOR TO MARCH 14, 2020**</p>			Penalty	Total Fee Due	January 3 to April 2.....	\$ 5.00	\$ 25.00 (\$20 +5)	April 3 to July 2.....	\$ 10.00	\$ 30.00 (\$20 +10)	July 3 to October 2.....	\$ 15.00	\$ 35.00 (\$20 +15)	October 3 to January 2 of the following year.....	\$ 20.00	\$ 40.00 (\$20 +20)
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IMPORTANT: DO NOT SEND CASH, FOREIGN MONEY ORDER, OR FOREIGN CASHIER CHECK.

Minimum Vision Requirements

1. **Color identification or the ability to identify the distinctive traffic control colors**
 - a. Able to distinguish between red, amber, and green in any traffic signal application
2. **Depth perception or the ability to judge distances**
 - a. Able to answer without hesitation questions concerning the relative positions or signs or other objects in illustration
3. **Peripheral vision or the horizontal visual field**
 - a. Able to see a field of at least 140o of horizontal vision or a total field of 70o, if only one eye has vision.
4. **Monocular visual acuity (Applicant is able to see with only one eye)**
 - a. *Without corrective lenses*
 - i. At least 20/40 vision
 - ii. Restriction: Outside mirror must be installed on the vehicle which the person operates on the side corresponding to the eye with no vision which provides a clear view to the side and rear of the vehicle
 - b. *With corrective lenses*
 - i. At least 20/40 vision
 - ii. Restriction: Outside mirror must be installed on the vehicle which the person operates on the side corresponding to the eye with no vision which provides a clear view to the side and rear of the vehicle, and corrective lenses must be worn while driving
5. **Coordinate use of both eyes in binocular vision (Applicant able to see with both eyes)**
 - a. *Without corrective lenses*
 - i. At least 20/40 vision in each eye
 1. Restriction: None
 - ii. At least 20/40 vision in one eye, but less than 20/40 vision in the other eye
 1. Restriction: Outside rear view mirror must be installed on the vehicle which the person operates on the side corresponding to his/her weaker vision, which provides a clear view to the side and rear of the vehicle
 - b. *With corrective lenses*
 - i. At least 20/40 vision in each eye
 1. Restriction: Corrective lens must be worn while driving
 - ii. At least 20/40 vision in one eye, but less than 20/40 vision in the other eye
 1. Restriction: Corrective lenses must be worn while driving and an outside mirror must be installed on the vehicle which the person operates on the side corresponding to his/her weaker vision, which provides a clear view to the side and rear of the vehicle



GUAM DRIVER'S LICENSE TEMPORARY MAIL-IN RENEWALS FOR NON REAL ID DRIVER'S LICENSES ONLY



APPLICATION INSTRUCTIONS: Please read and complete all necessary fields. Read the instructions page thoroughly to ensure you have the proper documents.

IMPORTANT NOTICE:

1. All copies of identification provided must be CLEAR and legible.
2. Mail-in services do not apply to minors (under the age of 18) and must be scheduled online to see an examiner.
3. **VETERAN:** To claim VETERAN status, submit one (1) of the following documents: Certification of Veteran Status issued by the Guam Veterans Affairs Office, DD-214 Form (must be honorably discharged), DD-2 Form, DD-1173 Form, DD-2765 Form, Common Access Card (CAC), or Veteran Card (card must have VA#, issue and expiration date). Waiver of Motor Vehicle DL fees for Veterans and extended beneficiaries must meet requirements stated under Title 16, Chapter 3 Section 3102.1, Guam Code Annotated.

GUAM DL SERVICE:

- [] Renew Guam DL (3yr)-\$28 [] Convert Intermediate to Full DL-\$13 (must provide traffic clearance. Clearances are valid for 30 days)
- [] Renew Guam DL (5yr)-\$48

PART 1 - PERSONAL INFORMATION		APPLICATION DATE:	
Name: First Middle Last			
Home Phone: Cell Phone: E-Mail:			
Residential Address:		Mailing Address: [] Same as Residential Address	
Citizenship Status: [] USA [] NON-USA	Birth Country: [] USA [] OTHER:	Birth State:	Country of Citizenship: [] USA [] OTHER:
Gender: [] MALE [] FEMALE	Hair Color:	Eye Color:	Date of Birth:
Height: FT IN	Weight: LBS	Social Security Number:	
Organ Donor: [] YES [] NO <small>If minor, parent consent required.</small>	Employment Status: [] Unemployed [] Employed [] Retired (Federal/Local) [] Student		
	Employer:	Occupation:	Work No:
Hearing/Speech Disability (HSD) Option: <i>Guam P.L. No.30-98, any resident of Guam who is a deaf, hearing impaired or speech-impaired person may apply to have the notation "HSP" placed on the person's DL.</i>			
		[] YES [] NO [] N/A	

VETERAN STATUS- (OPTIONAL: Select ONE, if applicable) VETERAN Indicator: [] YES [] NO Military Branch:			
<input type="checkbox"/> Active Duty Military	<input type="checkbox"/> Veteran	<input type="checkbox"/> Spouse/Legal Guardian/Surviving Spouse qualified under P.L 33-96	<input type="checkbox"/> Gold Star Recipient

PART 2 - DRIVING INFORMATION

YES	NO	INSTRUCTIONS: For the questions listed below, please select "YES" or "NO"
		Do you have normal use of your hands and feet? If NO, Explain:
		Do you understand traffic signs and signals? If NO, Explain:
		Have you had a previous license suspended or revoked? If YES, give date, place and explain:
		Have you ever been refused an operator, chauffeur, taxicab or motorcycle license? If YES, give date, place and explain:
		Have you ever been afflicted with epilepsy, insanity, paralysis, heart condition, diabetes, or other disability which might affect your driving control? If YES, Explain:
		Are you a habitual drunkard or addicted to narcotic drugs or a habitual user of any other type(s) of drug(s)? If YES, Explain:
		Have you ever been convicted of or pled guilty of any traffic violation within the last 5 years? If YES, give date, place and list violation(s):

SELECTIVE SERVICE: FOR MALE APPLICANTS BETWEEN THE AGES OF 16 - 25. In compliance with P.L. No. 27-82 as it pertains to the U.S. Selective Service System, the following is asked of every male applicant. If applicable, select ONE option below.

<input type="checkbox"/> I consent to register with the Selective Service System as required by Federal Law within 30 days of my 18 th birthday.
<input type="checkbox"/> I decline to register with the Selective Service System as required by Federal Law. I understand that failure to register is a federal crime punishable by up to 5 years imprisonment and a \$250,000 fine.

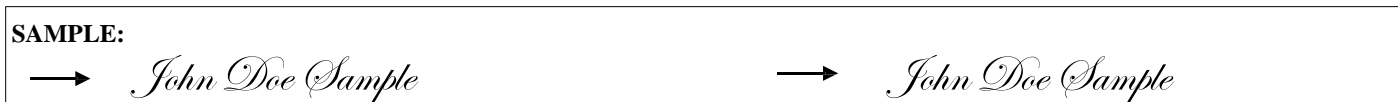
PART 3 - DISCLAIMER

I declare under penalty of perjury, that all information contained in this application and any accompanying document is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of my driver's license and/or photo identification card.

APPLICANT SIGNATURE: _____ DATE: _____

SIGNATURE SPECIMEN SIGNED IN BLACK INK ONLY BELOW

NOTE: To ensure better imaging results, please begin writing your signature half an inch away from the arrow. See sample below.



I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT AND THAT I AM THE SAME PERSON DESCRIBED ON THIS APPLICATION

SIGNATURE: _____ DATE: _____

Subscribed and sworn to before me this _____ day of _____ Notary Public _____