



PROCEDURE and REQUIREMENTS FOR NEW BUSINESS LICENSES

Go online to our website: www.govguamdocs.com

- 1) Select **Department of Revenue & Taxation** on the left side of the menu.
- 2) Scroll down to **Regulatory Division, General Licensing and Registration Branch**
- 3) Select “BL-01 Form” or “New Business Applications”
- 4) Fill out the application, print, sign (wet signature, not digital) and date
- 5) It is required to include the ***Lot Number, Block number, Street Address, and Village*** under the “Business Location” segment or the application will be rejected.
- 6) Business Activity: Please leave a detailed description of the activity that will be conducted.
For example, **RETAIL:** *Sale of clothing* / **SERVICES:** *Educational consulting services* /
RENTAL: *House rental* (If you are unsure of the activity, you may call or email us)

Submitting application to General Licensing and Registration Branch at Department of Revenue & Taxation (Phone Number 635-1828/9)

- 1) Please ensure the Good Moral Questionnaire is attached to the application.
- 2) Provide a copy of your valid photo ID
- 3) If you would be using a fictitious name (also known as Doing Business As or DBA), call or email us to verify if the name is available. The DBA form must be notarized upon submission with the application.
- 4) You will be notified for any erroneous issues and your application will be pending until all issues have been resolved.

Clearances from the Government Agencies

- 1) After reviewing the application, we will disseminate the applications to each of the agencies for required clearances.
- 2) Agencies may contact the applicant for inspection
- 3) When clearances from all the required agencies have been endorsed on the application, we will then contact you for pickup information and fees
- 4) Please note: some agencies may assess a fee for certain clearances to be obtained. Each agency that requires a fee will contact you, upon receiving your application