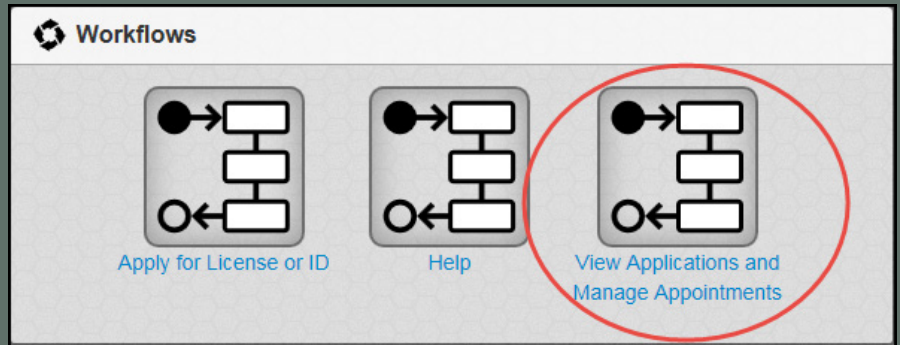


QUICK REFERENCE GUIDE: Schedule an Appointment—Option 2

1 Click the View Application and Manage Appointments workflow.



2 Click a date on the calendar for the appointment.

IMPORTANT NOTICE: Some day appointments are not available. Please select a date from the calendar, select a time, and then click on the Save and email confirmation button to confirm and schedule your appointment. If no time is listed, there are no appointments available for the selected date. Please select another date.

January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dept. of Revenue & Taxation - Driver's License Examination Branch:
Driver's License Business Hours:
• Monday - Friday, 8:00AM - 3:30PM. DL line closes at 4:00PM (closed on weekends and holidays)
Guam ID Business Hours:
• Monday - Friday, 8:00AM - 12:00PM (closed on weekends and holidays)
Email Address: realid@revtax.guam.gov
NOTICE: If no time is listed, all appointment slots have been filled for the selected day — please select a different date and time.

Branch Office:
Appointment ID:
Application Details
Date:
Time:
Comments:

Legend: Closed, Peak Traffic, Medium Traffic, Low Traffic

NOTICE: If no time is listed, all appointment slots have been filled for the selected day — please select a different date and time.

Branch Office:
Appointment ID:
Application Details
Date:
Time:
Comments:

Time selection dropdown menu:

- 8:30 am
- 9:00 am
- 9:30 am
- 10:00 am
- 10:30 am
- 1:30 pm

3 On the right side panel, select a time from the drop-down menu.

VALID

QUICK REFERENCE GUIDE: Schedule an Appointment—Option 2

④ To schedule the appointment, click Save and Email Confirmation.

Branch Office:

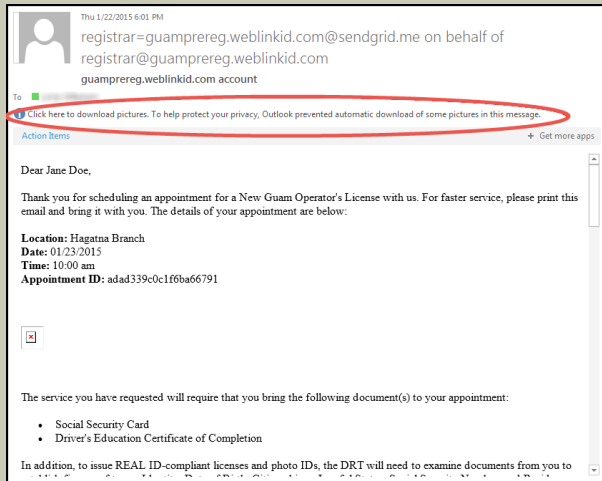
Appointment ID:

Application Details

Date:

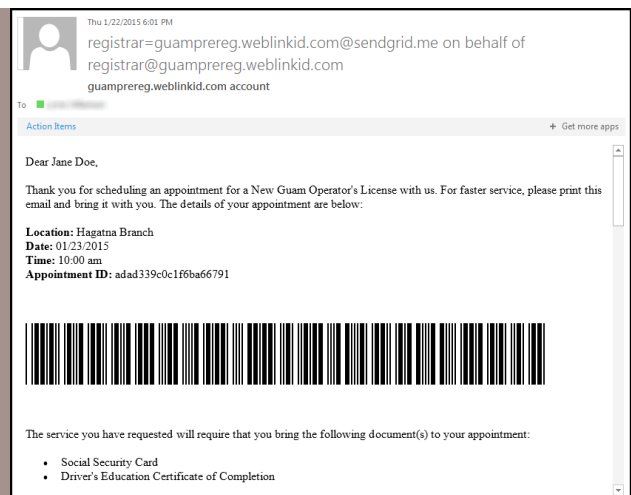
Time:

Comments:



⑤ In the email, if the barcode does not appear - download images to allow the barcode to appear in the body of the email.

⑥ Print the email confirmation, and bring it with you to the scheduled appointment.



VALID