

****ALL APPLICANTS (New/Renewal/Lost-Name Change) MUST SHOW PROOF OF RESIDENCE - CURRENT MAYOR'S VERIFICATION REQUIRED.****

1. NEW APPLICANTS

- a. Must be a U.S. Citizens
- b. Certified Birth Certificate with a Photo ID Card; AND a Social Security Card; OR a Valid U.S. Passport; AND a Social Security Card; OR a Naturalization Certificate; AND a Social Security Card. Certified documents are required to support any name changes such as Marriage Certificate, Divorce Decree, Adoption Decree, etc.
- c. **\$32.00** Money Order OR Cashier's Check made payable to "Superior Court of Guam." This fee is for the FBI Background Check (and will be sent to Washington D.C. for Identification Records Check) and must be made in this form of payment ONLY (Money Order or Cashier's Check). If the New Applicant is ACTIVE Military or a member with the Federal Government Law Enforcement Sector, a SECRET OR TOP SECRET Clearance Order is acceptable and will waive the \$32.00 FBI payment. (10 business days waiting period.) All security clearances must be signed by the Commanding Officers. All other fees/requirement remain in effect.
- d. Complete Application and one (1) with fingerprint card must be filled out neatly and in BLACK INK ONLY. Fingerprint processing will be administered by the Guam Police Dept. Records and ID Section. There is a **\$20.00** fee for fingerprinting.
- e. **\$25.00** USC Application fee due upon the arrival of approved FBI results (10 business days after application).

2. RENEWAL

- a. The expired Firearm ID Card; AND
- b. Completed Firearm ID Card Application; AND
- c. **\$25.00** Application/ID Card fee. (Late fee for renewal additional \$5.00)

3. LOST/NAME CHANGE

- a. A photo ID Card; AND
- b. A lost certification form (available from one of clerks).
- c. Certified documents are required to support any name changes (Marriage certificate, Divorce Decree, Adoption Decree, etc.)
- d. **\$25.00** Application/ID Card fee.

*****NOTE:** If the applicant's FBI Background Check was done 10 years ago or more, the applicant must undergo a FBI Background Check and is required to follow instructions as set forth in NEW APPLICANTS, #1c, #1d, and #1e.

1. Title 28, Code of Federal Regulations (CFR), act 30.12 requires that the Guam Police Department provide you this notice that your fingerprint will be used to check the Criminal History Records of the FBI.
2. The applicant can correct, change, or update the record as it appears in the FBI Identification Division Records System by submitting a written request via U.S. Mail to the Assistant Director of the FBI Identification Division, Washington D.C. 20537-9700. Such request must be accompanied by satisfactory proof of identity, which shall consist of name, date and place of birth, and a set of rolled ink fingerprint impressions placed upon fingerprint cards or forms commonly utilized for applicant or Law Enforcement purpose by Law Enforcement Agencies.