

Private Process Server Program Application Requirements

Minimum Qualifications

- 18 yrs. or older
- Resident of Guam (at least 1 yr. immediately preceding the application)
- Must not be convicted of any felony, or of a misdemeanor involving fraud and dishonesty, unless such felony or misdemeanor conviction occurred over ten (10) years before the date of application is submitted.

Fees

- \$75.00 for Training/Examination/Material Cost. (*For Government and Private Process Servers*)
- \$300.00 filing fee for the Annual Standard Certification (*For Private Process Servers*)

Required Documents to be emailed with the application to the Special Process Server Program Coordinator at enaputi@guamcourts.gov

- Application
- Photo of the applicant (e.g., a passport-style photo or any recent photo with a light-colored background)
- Guam Business License (*Required for Private Process Servers*)
- Declaration stating the applicant is a legal resident of Guam for at least one year leading up to the date of application.
- Declaration stating that the applicant will well and faithfully serve process in accordance with the law, and otherwise comply with all laws of Guam and regulations of the Judiciary of Guam.
- Declaration stating that the applicant has no felony or misdemeanor convictions involving fraud and dishonesty.
- Petition for Appointment of Special Process Server
- Provisional Certification (**The Annual Standard Certification form will be required upon the successful completion of the Training and Examination**)

All inquiries should be directed to the Special Process Server Program Coordinator, Elaine Naputi at 671-475-3396 or the Clerk of Court at 671-475-3420. The Administrative Rule No. ADM10-002-02 for the Special Process Server Regulations, is available on the Judiciary of Guam's website at <http://www.guamcourts.org>.



APPLICATION FOR SPECIAL PROCESS SERVER

(Certified private process servers are not employees of the court and may not in any way represent themselves as such. Private process servers may not, in any way represent themselves as “peace officers” unless they are peace officers. Approval as a certified private process server does not, in itself, confer peace officer status on the holder.)

Last Name		First		M.I.	DATE
Mailing Address					
Street Address				Apartment / Unit#	
City		State			ZIP
PHONE Home:		Work:	Cell:	E-mail:	Social Security No:
Length of Time at Present Address:		Previous Address if less than one (1) year at present address: How long at this address?			
Driver's License No:		Expiration Date:			
Date of Birth:	Height:	Weight:	Hair Color:	Eye Color:	
Education (include highest grade completed)					
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Have you ever been or are you now employed by any law enforcement agency?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, give department, position and dates of:		
Have you ever been convicted of a felony or a misdemeanor involving fraud or dishonesty?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, explain:		
Have you ever been arrested or detained by any police authority or government official?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, explain:		
Have you ever been convicted, or pled guilty, no context, or nolo contendere to any criminal offense?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, explain:		
EMPLOYMENT					
Company				Phone: ()	
Address				Supervisor	
Job Title:			How Long:	Years	Mos.
DISCLAIMER AND SIGNATURE					
I hereby certify that all information contained in this application is true, complete, and correct to the best of my knowledge and belief. I understand that any falsification, misrepresentation, or omission in this application shall be reason for determining me ineligible for certification.					
I authorize a background investigation and fingerprinting to be conducted to verify and determine if I have a criminal record.					
Signature:				Date:	

Name:
Address:
Home Phone:
Work Phone:

IN THE SUPERIOR COURT OF GUAM

IN Re: THE MATTER OF THE
APPOINTMENT OF

APPLICANT FOR SPECIAL PROCESS
SERVER LICENSE.

)
) SPECIAL PROCEEDINGS
) CASE NO. SP-_____-_____
)
)
)
) DECLARATION OF APPLICANT
)
)

I, _____, do hereby declare under penalty of perjury:

1. I am and have been a legal resident of Guam for one year leading up to the date of my application to be appointed Special Process Server for the Superior Court of Guam, and I have continually resided in Guam up to this date.
2. I understand the need to be able to testify in cases in the Superior Court of Guam and that providing testimony regarding service of process is a common and inherent duty to this profession.
3. If granted a Special Process Server License, I will well and faithfully serve process in accordance with the law, and otherwise comply with all laws of Guam and regulations of the Judiciary of Guam.

Declared under Penalty of Perjury this ____ day of _____, _____

Applicant Signature:

Applicant Name (Print):

Name:
Address:
Home Phone:
Work Phone

IN THE SUPERIOR COURT OF GUAM

IN Re: THE MATTER OF THE
APPOINTMENT OF

APPLICANT FOR SPECIAL PROCESS
SERVER LICENSE.

)
)
)
) SPECIAL PROCEEDINGS

CASE NO. SP-_____ - _____

)
)
)
) ARREST DECLARATION OF APPLICANT

I, _____, do hereby declare under penalty of perjury:

1. I have never been convicted of a felony nor do I have any pending criminal charges at this time.
2. I have not been convicted of a felony or misdemeanor involving fraud or dishonesty.

Declared under Penalty of Perjury this ____ day of _____, _____

Applicant Signature:

Applicant Name (Print):

1
2
3
4 Name:
Address:
5 Home Phone:
Work Phone:
6

7
8 **IN THE SUPERIOR COURT OF GUAM**
9

10 IN THE MATTER OF THE) SPECIAL PROCEEDINGS CASE
11 APPOINTMENT OF) NO. SP
12 _____,)
13 AS A SPECIAL PROCESS SERVER) **Petition for Appointment of**
14 PETITIONER.) **Special Process Server**
15
16

17 Petitioner, _____, hereby moves the Court
18 Pursuant to Administrative Order 10-002-01 of the Supreme Court
19 of Guam, for an Order appointing him/her as Special Process
20 Server.

21 Petitioner believes that the appointment of Special Process
22 server is in the best interest of judicial efficiency and
23 economy.

24 Petitioner, _____, is over the age of
25 eighteen (18) years, a resident of Guam and will be doing
26 business as _____ within the Territory of Guam.

27 **NOW THEREFORE**, Petitioner moves for an Order appointing the
28 undersigned to process serve in any and all action pending the
29 within entitled Court.

30 Date: _____
31
32

SPECIAL PROCESS SERVER

Name:
Address:
Home Phone:
Work Phone:

IN THE SUPERIOR COURT OF GUAM

IN Re: THE MATTER OF THE)	
APPOINTMENT OF)	SPECIAL PROCEEDINGS
_____)	CASE NO. SP-_____-_____
APPLICANT FOR SPECIAL PROCESS)	
SERVER LICENSE)	PROVISIONAL CERTIFICATION

Petitioner _____, Applicant for a Special Process Server License pursuant to Administrative Order 10-002-01 of the Supreme Court of Guam, having submitted proper application to the Private Process Server Program Coordinator, and such application appearing provisionally to comply with the requirements of licensing of Special Process Servers,

IT IS HEREBY ORDERED that _____ is hereby provisionally appointed a Special Process Server pursuant to Administrative Order 10-002-01, pending completion of all requirements of that Administrative Order. This Provisional Certification will expire 120 days from the entry of this Order or when Full Certification is either granted or denied, whichever is first.

DATED this ____ day of _____, _____

PRESIDING JUDGE
SUPERIOR COURT OF GUAM