



***Mail-Service Request Form for Guam Driver's Permit***  
**GUIDANCE & INFORMATION**

Driver's License Examination Branch, Motor Vehicle Division

*Driving a motor vehicle on public streets and highways is a privilege that is granted by the Territory according to the rules of the courts...It is not a right.*

**Note: This is NOT the Application for a Permit.** This form is to be used to request the DLEB to mail your Permit to you after you have completed all permit requirements.

1. To receive your Permit by mail, complete and submit the *Mail Service Request Form for Guam Driver's Permit* together with your total payment (see item 5 below) to the Department of Revenue and Taxation (DRT), Motor Vehicle Division, Driver's License Examination Branch (DLEB). Read further herein for general information, submission/delivery requirements and options, and related services.
2. **Mail-Service Request Form Submission Options:** You may either
  - *Mail-In* your Mail-Service Request Form, complete with required documents as applicable to your permit type, along with your full payment to the address indicated in item 5 below; OR
  - *Drop off* your mail-service form to the DRT Drop Box located at 1240 Army Drive, Barrigada, Guam in an envelope indicating the following: "Attn: Driver's License Examination Branch".
3. Upon receiving your completed and signed Mail-Service Request Form, required documents, full payment, and your "Pass" rating, the DLEB will mail your **Driver's Permit** to you at the Permittee's address as indicated in the mail-service form.
4. **SUBMISSION REQUIREMENTS:** You will receive your pass/fail rating from the University of Guam (UOG) which you may access from their website at [www.uog.edu/gle](http://www.uog.edu/gle). Upon receipt of a "Pass" rating, and should you opt to receive your permit by mail, you must submit your completed Mail-Service Request Form and full payment with required documents for each permit type that you applied for as follows:
  - **PERMITS FOR MINORS:** If the Permittee is a minor, you must submit a copy of the designated driver's *Guam Driver's License* that is valid (not expired) with the Minor Permittee's mail-in request form. The *designated driver* in this case must be a *parent* or *Legal Guardian* of said minor. Additionally *Part IV Declaration, Authorization, and Consent* must be completed with proper signatures and dated.
  - **LEARNER's, INSTRUCTIONAL, or MOTORCYCLE Permits:** Along with the completed Mail-Service Request Form, submit a copy of your photo ID that is valid (not expired).
  - **BUS or TRACTOR-TRAILER Permits:** Along with your completed Mail-Service Request Form, submit a copy of your valid *Guam Chauffeur Driver's License* and your valid *Medical Examiner's Certificate* (both must be valid/current; not expired).
5. With your completed and endorsed Mail-Service Request Form, you must remit the full Permit fee of \$10.00 (*for each permit type you are requesting for*) plus \$3.00 for postage and handling. Acceptable Payment Methods are: Personalized Check, U.S. Money Order, or U.S. Cashier's check payable to "**Treasurer of Guam**". If you opt to mail-in your form, send to:  
Department of Revenue and Taxation  
ATTN: Driver's License Examination Branch  
P.O. Box 23607 GMF, Barrigada, Guam 96921

**IMPORTANT: DO NOT SEND CASH, FOREIGN MONEY ORDER, or FOREIGN CASHIER's CHECK.**

6. *Valid Forms of ID:* Passport (U.S. or Foreign), Military I.D. of Active, Retiree, Dependent, Guam I.D. Or any US State issued I.D.

For questions or concerns you may email [Arthur.Meno@revtax.guam.gov](mailto:Arthur.Meno@revtax.guam.gov) or call (671)635-7651. For more information you may also refer to the following sources and links:

- ✓ [govguamdocs.com](http://govguamdocs.com)
- ✓ [guamtax.com](http://guamtax.com)
- ✓ Territory of Guam, *Driver's Handbook*, DRT Motor Vehicle Division



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DEPARTMENT OF

# REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guåhan

LOURDES A. LEON GUERRERO, Governor Maga'håga  
JOSHUA F. TENORIO, Lt. Governor Sigundo Maga'låhi

DAFNE MANSAPIT-SHIMIZU, Director  
Direktot  
MICHELE B. SANTOS, Deputy Director  
Sigundo Direktot

## Mail-Service Request Form for Guam DRIVER's PERMIT

Driver's License Examination Branch, Motor Vehicle Division

Note: This is **NOT** a Permit application. Please complete this form if you choose to receive your Permit by mail.

### PART I: PERMITTEE INFORMATION

PERMIT TYPE:  Learner  Instructional  Motorcycle  Bus  Tractor-Trailer

Name: \_\_\_\_\_  
LAST FIRST MI

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: (if different than above): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver Education Program: \_\_\_\_\_  
Company Name: Driver's Education Provider

Contact No. \_\_\_\_\_ Email Address: \_\_\_\_\_

### PART II: PARENT/LEGAL GUARDIAN INFORMATION

Name: \_\_\_\_\_  
LAST FIRST MI

Mailing Address (if different than above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact No. \_\_\_\_\_ Email Address: \_\_\_\_\_

### PART III: PERMIT ISSUANCE

Permittee Initials: \_\_\_\_\_ By initialing here together with my signature(s) below, I acknowledge and agree to receive my Driver's Permit by mail from the DLEB, at the mailing address I indicated above.

### PART IV: DECLARATION, AUTHORIZATION and CONSENT

I declare under penalty of perjury that all information contained in this form 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 permit.

Signature: **PERMITTEE** \_\_\_\_\_ DATE \_\_\_\_\_

**A PARENT or LEGAL GUARDIAN must complete the following in the case of a Minor applicant:**

I \_\_\_\_\_ (print full name), do hereby certify that I am the **Mother/Father/Legal Guardian** (circle one) of the Permittee applicant, who is a minor, and that all information provided herein is true and correct to the best of my knowledge. I also hereby grant my consent to the Driver's License Examination Branch to administer any and all actions as allowed by law, to facilitate the issuance of a Driver's Permit to my minor child named above.

Signature: **PARENT or LEGAL GUARDIAN** \_\_\_\_\_ DATE \_\_\_\_\_

(Required if permittee is a minor)

FOR DRT OFFICIAL USE ONLY

DLEB MAILED DATE: \_\_\_\_\_ PROCESSED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
USER ID/INITIALS