

## CRIMINAL HISTORY CLEARANCE GUIDELINES

### Electronic and Off Island Request(s):

For all Email Request(s) you may email your completed application to:

Nicole B. Borja      [nborja@guamag.org](mailto:nborja@guamag.org)  
Jay Fejeran        [jfejeran@guamag.org](mailto:jfejeran@guamag.org)  
or  
Maureen Guzman    [law@guamag.org](mailto:law@guamag.org)

If you are requesting for our agency to mail the results of our search, please ensure that proof of payment is submitted and mailing information is current.

Copy of a valid photo Guam/State issued Driver's License, Guam/State issued Identification Card, Military Identification or U.S. Passport.

### Employer/Background Investigation Request(s):

If you are a Law Enforcement Agency or Military Office requesting for information on an individual, please direct your request(s) to:

Anthony Blas, Chief Investigator  
[ablas@guamag.org](mailto:ablas@guamag.org)  
(671) 475-3406 ext. 2210  
or  
Anthony V. Camacho, Investigator III  
[avcamacho@guamag.org](mailto:avcamacho@guamag.org)  
(671) 475-3406 ext. 2280

If you are a non-military or non-law enforcement employer requesting for a Criminal History Clearance on a potential employee, please be advised that we will not release any information without a written authorization from the affected individual.

If you are a non-military or non-law enforcement employer who wants more information pertaining to the details of the results, **no further information is required under the statute to be provided by this Office**. Such information can be obtained directly from the employee/applicant, or by obtaining a copy of pleadings from the court.

### Clearance Fee:

A fee of \$15.00 is required for each request. An applicant will be provided a "receipt form" to take to the Treasurer of Guam for payment.

Results that are not picked up within thirty (30) days will be discarded. Any subsequent application will be assessed a \$15.00 fee.