



Guam Board of Registration for
Professional Engineers, Architects and Land Surveyors (PEALS)
Inetnon Rehistrasion Inheneron Profisionat, Atketekto yan Agranensot Tano'

MEMORANDUM

Date: August 6, 2025

TO: Registrant

FROM: Paul L. Santos, PLS *PLS*
Secretary/Treasurer, PEALS Board

SUBJECT: NOTICE TO RENEW – PEALS Certificate of Authorization

Hafa Adai! The Guam Board of Registration for Professional Engineers, Architects, and Land Surveyors reminds you that your PEALS Certificate of Authorization (COA) issued to your firm to provide engineering, architectural, land surveying, or construction management services will expire on October 31, 2025, and becomes *invalid* after that date unless payment for renewal is received.

Should you wish to continue to provide these services, your firm is required to renew its PEALS COA with the enclosed documents, or online at <https://www.guam-peals.org/>. All required Department of Revenue & Taxation clearances must be obtained prior to renewing your company's COA with this Board.

Please complete the attached PEALS COA application AND tax clearance form and submit to us along with the annual renewal fee of \$225.00 per type of service provided (if engineering, per discipline of engineering) on or before October 31, 2025. Your PEALS COA renewal may also be renewed online <https://www.guam-peals.org/>. Your check or money order must be made payable to TREASURER OF GUAM and mailed directly to:

The Guam Board of Registration for PEALS
c/o GEDA
590 South Marine Corps Drive, Suite 511
Tamuning, GU 96913

Your continued compliance with the provision of the PEALS Law is appreciated.



The Guam Board of Registration for

PROFESSIONAL ENGINEERS, ARCHITECTS & LAND SURVEYORS*Inetnon Rihestrasyon Inheneron Profesional, Atketchla yan Agranensol Tano'*

Guam PEALS Board
 c/o GEDA
 590 S. Marine Corps Drive Ste 511
 Tamuning, GU 96913

FOR BOARD'S USE ONLY

☐ New☐ Amendment☐ Renewal

CERTIFICATE OF AUTHORIZATION APPLICATION

1	FIRM NAME/BUSINESS ADDRESS:		2	TYPE OF OWNERSHIP:	
				<input type="radio"/> Corporation <input type="radio"/> Partnership <input type="radio"/> Limited Liability Company	
1a	APPLICATION IS FOR		2a	PRESENT FIRM INCORPORATED OR ORGANIZED IN:	
	<input type="radio"/> Parent Company <input type="radio"/> Branch or Subsidiary (complete block 3)			CITY _____ STATE _____ DATE _____	
3	NAME OF PARENT COMPANY/Business Address, if any:		4	PROFESSIONAL SERVICES to be provided	
				<input type="radio"/> Engineering Branch or Discipline _____ <input type="radio"/> Architecture <input type="radio"/> Landscape Architecture <input type="radio"/> Land Surveying <input type="radio"/> Construction Management	
5	RESPONSIBLE MANAGING EMPLOYEE (RME) FOR PROFESSIONAL SERVICES TO BE PROVIDED.				
	NAME	PROFESSIONAL SERVICE	GUAM REG NO	SIGNATURE	
6	GUAM OFFICE, IF DIFFERENT FROM BLOCK 1 (Provide map and/or direction to business office).				
	BUSINESS (Physical Address):	TELEPHONE(s)		MAILING ADDRESS (only if different from business address):	
		FAX:			
		EMAIL:			



The Guam Board of Registration for

PROFESSIONAL ENGINEERS, ARCHITECTS & LAND SURVEYORS*Inetnon Rilestrasion Inheneron Profisionat, Atketeklo yan Agranensot Tano'***TAX CLEARANCE FORM FOR BUSINESS FIRMS**

Effective with October 2009 registration renewal, all business firms must obtain a clearance from the Department of Revenue & Taxation prior to renewing your firm's COA with the PEALS Board as required by Public Law 30-35. Section 32117 of the Law states in part:

"Renewals for Certificates of Authorization for corporations, partnerships, limited liability companies, proprietorships and associations shall require a clearance from the Department of Revenue and Taxation that they are current on their taxes with the government of Guam, or have an agreement with the Department of Revenue and Taxation for their back taxes. Such clearance shall be submitted with their renewal application form".

Applications with incomplete clearances may delay consideration of the PEALS Board.

<u>Name of Firm (as registered with the PEALS Board):</u>	<u>Employer's Identification Number (EIN) or Social Security Number, as applicable:</u>
<u>PEALS Certificate of Authorization (COA) No.:</u>	<u>Gross Receipts Tax (GRT) Number:</u>
<u>BUSINESS LICENSE SECTION</u>	<u>GRT SECTION</u>

<u>INCOME TAX SECTION</u>	<u>COLLECTION SECTION</u>
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CH. 32 PROFESSIONAL ENGINEERS, ARCHITECTS AND LAND SURVEYORS

quality of the executed work and to determine, in general, if the work is proceeding in accordance with the contract documents. It is *not* required that they make exhaustive or continuous on-site inspections to check the quality or quantity of the work, nor is it intended that the engineer, architect, landscape architect and land surveyor be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work.

(13) Building Official: The Building Official charged with the responsibility of issuing building permits, must be in possession of a signed sealed set of plans and specifications.

✓ **§ 32117. Expirations and Renewals.**

(a) Certificates of Registration *shall* expire on the last day of the month of April, and Certificates of Authorization for corporations, partnerships, proprietorships and associations shall expire on the last day of the month of October of each year, following their year of issuance, and become invalid after that date, unless renewed by submission of appropriate forms, as prescribed by the Board.

✓ (1) Renewals of Certificates of Authorization for corporations, partnerships, limited liability companies, proprietorships and associations *shall* require a clearance form from the Department of Revenue and Taxation that they are current on their taxes with the government of Guam, or have an agreement with the Department of Revenue and Taxation for their back taxes. Such clearance *shall* be submitted with their renewal application form.

(2) Expired Certificates of Registration may be renewed at any time within sixty (60) days following the expiration date without submission of an "Application for Reinstatement", upon payment of the renewal fee plus the penalty fee as prescribed by the Board. Any individual registrant who fails to renew within (60) sixty days after the date of expiration, *shall* be required to apply for a reinstatement of registration, and pay the prescribed (back registration and penalty) fees as prescribed by the Board.

(3) Certificates of Authorization may be renewed anytime prior to the expiration date. A Certificate of Authorization is considered null and void if *not* renewed before the expiration date.

RENEWAL -

The renewal fee have been set by the Board at \$225 per service. If engineering, per discipline. Certificates of Authorization shall be renewed annually. It shall be unlawful for an entity or firm (corporation, partnership, limited liability company, association, etc.) to practice, or to offer to practice, or hold itself out as qualified to practice engineering, architecture, landscape architecture or land surveying following the expiration of said COA. All COAs expire October 31 of every year.

Renewals of Certificates of Authorization shall require a clearance from the Department of Revenue & Taxation that they are current on their taxes with the government of Guam, or have an agreement with the Department of Revenue & Taxation for their back taxes.

Such clearance shall be submitted with their renewal application form.

CHANGES -

In the event there shall be a change in any of the persons listed (especially the designated responsible managing employees) during the year, such changes shall be filed with the Board by the corporation, partnership or firm within thirty (30) days after the effective date of such changes.

SUBMITTALS-

The completed COA application package shall include:

- Completed COA application form.
- Documents required (see requirements under "General".
- Non-refundable application fee; Check or Money Order
- Supplemental sheets may be submitted if additional space is required. It must be on the same original format of the COA.

Mail or submit completed package to:

Board of Registration for
Professional Engineers, Architects and Land Surveyors

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c/o GEDA
590 S. Marine Corps Drive Ste 511
Tamuning, GU 96913