



Department of Public Health and Social Services  
**GUAM BOARD OF NURSE EXAMINERS**  
*Health Professional Licensing Office*



## Checklist: RN/LPN Initial Licensure by Examination

Follow this guide to ensure your application for a Guam Nursing License (RN/LPN) is processed without delays.

---

### Step 1: Create Your Online Account

- Visit the **Nurse Portal**: <https://guamhplo.org/gbne/portals>
- Create an account and select the **RN/LPN Initial Licensure by Examination Application**.

---

### Step 2: Required Documents (To Upload)

Prepare and upload the following digital documents to your online portal:

- Valid Government ID**: Must be valid and unexpired (e.g., Driver's License, Real ID, or U.S. Passport).
- Police Clearance**: From your current residence and issued within the last **two (2) months**.
- Court Clearance**: From your current residence and issued within the last **two (2) months**.
- 2x2 Recent Photo**: Taken within the last three (3) months with a plain background.
- Record of Payment Form**: Download, complete, and upload the form found at [GBNE Forms](#).

*Note: If your state does not issue a police and/or court clearance, non-resident applicants may submit an online background check through CastleBranch. Visit [www.castlebranch.com/personal-background-check](http://www.castlebranch.com/personal-background-check) and select the 'Comprehensive Background Check Package (no drug test)'.*

---

### Step 3: Fees and Payment

- \$100 Application Fee**: \*Pay in person at any Treasurer of Guam **OR** online at the [GBNE Payment Website](#). (*Note: Online payments incur a 5% convenience fee*).
- Upload Receipt**: You must upload your TOG receipt (wider receipt) or online receipt to your portal.

---

### Step 4: Education Verification

*This must be sent **directly** to the Board from the issuing source:*

- Official Transcripts and Certificate of Nursing Education Form**: Contact your school and request that they send both documents to the GBNE.

---

### CONTACT INFORMATION:

**Mailing Address**: 194 Hernan Cortez Ave., Terlaje Professional Bldg Ste 213, Hagatna, GU 96910  
**Phone**: (671) 735-7404/9 **Email**: [hplo@dphss.guam.gov](mailto:hplo@dphss.guam.gov)