



OFFICE OF THE LIEUTENANT GOVERNOR
NOTARY DIVISION

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Request Form for Apostille or Certificate of Authentication

Person Requesting Service: First Name: Last Name: Date:
Names listed on the Document: First Name: Last Name:
Name of Firm or Organization:
Type of Document: Country it will be used in:
Mailing Address: City: State: Zip:
Daytime Telephone Number: Email:
Person Picking up Document(s): Telephone Number:
FORM OF PAYMENT:
Please make check or money order payable to: Government of the Virgin Islands
Number of Documents to be Authenticated/Apostille: x \$ 25.00 per document = Total \$
Money Order No. Check Number No.
Delivery Method: (Please indicate what type of packaging was provided for returned mail)
Self-addressed carrier label; (FedEx, UPS, or DHL) Self-addressed USPS Express Envelope with Postage
Self-addressed USPS Postal Priority with Postage Self-Addressed Stamped Regular Envelope
Self-addressed, First-Class Envelope with Postage (Insured or Delivery Confirmation)

RECEIPT OF DOCUMENTS:

I have reviewed the requested document(s) in its entirety and verify that the names and dates contained therein are accurate.

Print Name

Signature

Date