



THE UNITED STATES VIRGIN ISLANDS  
OFFICE OF THE LIEUTENANT GOVERNOR  
**Notary Division**

**COVID-19 Reduced Hours and Service Changes to Notary Division**

As part of the Virgin Islands continuing response to the COVID-19 outbreak, notary services are limited at the Office of the Lieutenant Governor until further notice.

Therefore, all notary renewals and apostille request forms can be found on-line at [www.ltg.vi.gov](http://www.ltg.vi.gov)

**Notary Services or Apostille Request Office Hours**

**Drop Box Service Available**

Payment can be submitted by way of money order or cashier's check made payable to the **Government of the Virgin Islands**

Monday 10:00am to 3:00pm *{drop off}*

Friday 10:00am to 3:00pm *{pick up}*

**Notary Renewals can be mailed for processing**

Office of the Lieutenant Governor

Notary Division

5049 Kongens Gade

St. Thomas, Virgin Islands 00802

Please call the office at the number below before coming to the office and a staff member will be available to assist you: (340) 774.2991 ext. 4120.

The Office of the Lieutenant Governor cares about your safety. We strongly urge all notaries when notarizing to avoid unnecessary exposure to COVID-19.

Wishing you safety,  
Notary Division