



**GOVERNMENT OF THE VIRGIN ISLANDS
OF THE UNITED STATES
OFFICE OF THE LIEUTENANT GOVERNOR**

5049 Kongens Gade
Charlotte Amalie, Virgin Islands 00802
1(340) 774-2991

MOBILE NOTARY PUBLIC APPLICATION

PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY. LEAVE NO BLANKS.

DATE _____

NAME _____
LEGAL LAST NAME LEGAL FIRST NAME MIDDLE INITIAL

MAILING ADDRESS _____
P.O. BOX OR STREET CITY, STATE, ZIP

RESIDENTIAL ADDRESS _____
STREET ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS _____

CONTACT NUMBERS _____
HOME MOBILE CELLULAR

LOCATION OF MOBILE NOTARY BUSINESS _____

SERVICING WHICH AREAS _____

BUSINESS PHONE _____

BUSINESS EMAIL _____

MOBILE BUISNESS HOURS _____ am _____ pm

MOBILE DAYS _____ TO _____





UNITED STATES VIRGIN ISLANDS

MOBILE NOTARIES

Mobile Notaries must register with the Office of the Lieutenant Governor

What is a Mobile Notary?

A Mobile Notary is a Notary Public who travels to signer's location. A mobile notary has the capability to work wherever their clients need. Mobile notary services include visiting homes, workplaces, or a designated meeting spot that works for all involved parties. Some mobile notaries who work at an office setting are usually on-call for their next travel assignment while others may be independent contractors who work exclusively for themselves.

The Virgin Islands of the United States only mandates what can be charged to notarize each document at this time. If you are a mobile notary public in the Virgin Islands, you can charge an additional travel fee when you are meeting your client at a location other than your office. However, upon request, you are required to provide the signer with an itemized receipt that separates the notarial fees from travel and other fees charged.

As a mobile notary public, when you have received a call from a potential client, you should explain all fees included in your services. The customer should understand what they will be required to pay based on the number of pages to be notarized and the cost for distance of travel **BEFORE** accepting your services. Record the travel fee in your notary journal.

Three Things to Consider When Choosing to become a Mobile Notary

- 1) **Convenience-** As a mobile notary, your time is valuable. You are expected to provide the same courteous and helpful services to those who use your services to ensure the legal integrity of documents that you notarize.
- 2) **Fees-** It is a good business practice to provide a quote to potential clients before accepting a job
- 3) **Communication-** The best notary acknowledges the importance of communication and places an emphasis on making themselves available to their clients. Ensure you can be easily reach by **phone or email.**



Travel fees are separate from notarization fees. **Maximum Travel fee \$ 25.00**

