



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

**NOTARY PUBLIC COMMISSION RENEWAL INSTRUCTIONS**

**THE PROCESS FOR RENEWING A NOTARY PUBLIC COMMISSION FOR THE UNITED STATES VIRGIN ISLANDS IS DONE IN TWO (2) PHASES**

**PHASE 1**

**SUBMITTAL OF DOCUMENTS AND APPROVAL OF BOND**

You **MUST** submit the Commission renewal fee of \$ **75.00**, plus any **outstanding annual fees**, payable to **THE GOVERNMENT OF THE VIRGIN ISLANDS**. A Notary Bond must also be submitted with a face value of \$5,000.00, from an insurance or bonding company authorized to do business in the United States Virgin Islands **OR** you may choose to submit a Surety Bond from two (2) resident sureties who are owners, within the Virgin Islands, of real property with a value of \$10,000.00 over and above encumbrances thereon. All owners of each property must sign both the Bond and Justification of Surety. The Bond, Affidavit and Certification will go to the Supreme Court for approval by the Presiding Judge.

	<b>COMMISSION RENEWAL FEE - \$ 75.00</b> payable to the <b>Government of the Virgin Islands</b> . ONLY checks and money orders will be accepted at the 5049 Kongens Gade (Government Hill) location on St. Thomas.
Check one	<b>NOTARY BOND</b> (Your notary bond and notary commission dates should coincide) <input type="checkbox"/> Insurance Bond in my application name, signed and witnessed, with Power of Attorney attached, OR <input type="checkbox"/> Surety Bond with two (2) Justifications of Surety. The location and value of the property is stated in the surety documents before the sureties' signatures.
	<b>CERTIFICATION</b> – Completed by a Notary Public notarizing my signature on the Bond.
	<b>AFFIDAVIT</b> – Fully completed, signed and notarized.
	<b>CRIMINAL RECORD REPORT</b> – Covering all three (3) U.S. Virgin Islands. <b>VIPD</b>
	<b>CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK</b> (NCIC) National Crime Information Center
	<b>CHARACTER REFERENCE LETTERS</b> – Two letters of character reference complete with the return address and daytime contact number of the authors.
	<b>PROOF OF CITIZENSHIP w/PHOTO</b> – Passport, Voters Identification, Birth Certificate and Photo Identification. Example Driver's License
	<b>CERTIFICATE OF GOOD STANDING FROM THE SUPREME COURT OF THE VIRGIN ISLANDS</b> – <b>For Attorneys Only.</b>



## PHASE 2 ISSUANCE OF COMMISSION

When the Bond is returned “APPROVED” by the Supreme Court, a Notary Public Commission will be issued in your application name with the effective and expiration dates, and your Notary Public number (NP-NNN-YY). The law governing Notary Public in the U.S. Virgin Islands will be included in your packet. **You are responsible for reading the law and familiarizing yourself with its provisions. VIRGIN ISLANDS CODE TITLE 3. EXECUTIVE, CHAPTER 29. NOTARIES PUBLIC**

### I HAVE SUBMITTED THE FOLLOWING DOCUMENTS TO COMPLETE MY NOTARY PUBLIC COMMISSION FORM

	<b>NOTARY’S OATH</b> – Signed and notarized.
	<b>IMPRINT OF NOTARY SEAL</b> - Information captured on the seal must include ____ Name as it appears on Notary Commission documents ____ The words “NOTARY PUBLIC” ____ Notary Public Number ex. NP 00-22 ____ Commission Expires (MM/DD/YYYY) ____ Judicial District – (STT/STJ, USVI) or (STX, USVI)

Helpful  
Tips

The **Name** and **Signatures** on the following documents for all notaries **Should be the same:**

### **NOTARY APPLICATION, NOTARY BOND, AFFIDAVIT, CERTIFICATION & NOTARY’S OATH**

## Quick Facts

- A notary must notify this office of any changes to the information provided on this application in writing.
- A notary must always keep a registry book/ journal no matter how many or few notaries they perform.
- **The maximum fee a notary can charge by law is \$5.00 per notarial act.**
- A notary is not authorized to perform marriages, certify birth, marriage/death certificates or any act that constitutes the practice of law. A notary is not an attorney and cannot practice as one.
- A notary must always be completely satisfied with the identity of the person whose signature is being notarized. A notary is not obligated to notarize a person’s signature without being sure that the person is who he or she claims to be. Always check identification and be satisfied that the ID is valid.





**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

**NOTARY PUBLIC COMMISSION RENEWAL 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 (IF YOU RECEIVE MAIL AT A PHYSICAL ADDRESS), CITY, STATE, ZIP

RESIDENTIAL ADDRESS \_\_\_\_\_  
STREET ADDRESS, CITY, STATE, ZIP

HOW LONG HAVE YOU RESIDE AT THIS RESIDENTIAL ADDRESS \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

CONTACT NUMBERS \_\_\_\_\_  
HOME CELLULAR

EMPLOYER \_\_\_\_\_

OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

**US Virgin Islands Notaries**

The tools of a notary public are critical to his/her success. The notary's skillful use of these tools helps to present a professional image. Keeping all the right tools at hand will lead to excellent customer satisfaction.

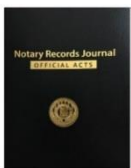


**PLEASE CIRCLE YES or NO IN THE APPROPRIATE BOX WHEN RESPONDING TO THE FOLLOWING QUESTIONS**

Yes	No	Are you 21 years of age or older?	
Yes	No	Are you a resident of the United States Virgin Islands?	If yes, how long?
Yes	No	Did you graduate from high school <u>OR</u> have you completed the GED Program? Please provide name of high school _____ Please provide city and state _____	
Yes	No	Have you ever been convicted of or pled guilty to any crime in the United States Virgin Islands, any other U.S. jurisdiction or any other country? <i>Please attach the criminal report.</i>	
Yes	No	If you are an Attorney, please attach a Good Standing Certificate from the Supreme Court? Please check this box <input type="checkbox"/> if not applicable.	
Yes	No	Have you ever been issued commission as a Notary Public in the Virgin Islands? If yes, please indicate the date your commission expired or will expire _____. Please provide name under which you were previously commissioned, if different from name listed on this application	
Yes	No	Have you ever been refused a commission, had a commission revoked or been subjected to an administrative penalty as a Notary Public? If yes, attach a separate letter indicating the Country, State, reason and date.	

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

**Notary Bond-** The USVI requires a notary public to purchase and maintain a notary bond/surety bond. Such bonds exist to protect the public from mistakes that notaries make when performing legal duties. **Your notary bond should coincide with your commission.**



**Notary Journal**

**Embossing Stamp**



**Notary Ink Stamp**





# AFFIDAVIT

TERRITORY OF THE VIRGIN ISLANDS )  
DISTRICT OF ST. \_\_\_\_\_ )

I, \_\_\_\_\_, residing at \_\_\_\_\_ being duly sworn, depose and state:

1. I am a citizen of the United States and a resident of the Virgin Islands.
2. I have resided in the Virgin Islands for the past \_\_\_\_\_ years.
3. I am \_\_\_\_\_ years of age.
4. \_\_\_\_\_ I am a graduate of an accredited High School; OR  
\_\_\_\_\_ I have passed the High School Equivalency Test (GED).
5. I have never been convicted of any crime either within or outside of the Virgin Islands.
6. I will continue to reside in the Virgin Islands during the term of my commission.

This Affidavit is made for the purpose of having issued to me a Notary Public Commission for the Virgin Islands.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Notary Public Number \_\_\_\_\_





# CERTIFICATION

**INSTRUCTIONS:**

This Certificate is to be completed by another Notary Public in support of your Notary Bond Application.

TERRITORY OF THE VIRGIN ISLANDS            )  
JUDICIAL DIVISION OF                            )  
\_\_\_\_\_    )

I, \_\_\_\_\_, a Notary Public in and for the Territory of the Virgin Islands District of \_\_\_\_\_, do hereby certify that \_\_\_\_\_, as Principal, is personally known to me to be the same person whose name subscribed to the foregoing Notary Bond, appeared before me this day in person, and acknowledged that he-she signed, sealed and delivered said instrument as his/her free and voluntary act, for the uses and purposes therein set forth.

GIVEN UNDER MY HAND AND SEAL, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D.

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC NO. \_\_\_\_\_





# GOVERNMENT OF THE VIRGIN ISLANDS OFFICE OF THE LIEUTENANT GOVERNOR

## CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK

Pursuant to 3 V.I.C. Section 772(4), to qualify as a Notary Public in the United States Virgin Islands, a person shall not have been convicted of any crime either within or outside of the Territory. The following information is needed to conduct a (NCIC) National Crime Information Center background check of all persons seeking to be appointed or reappointed to be a Notary Public.

I HEREBY GIVE MY PERMISSION FOR THE GOVERNMENT OF THE VIRGIN ISLANDS, OFFICE OF THE LIEUTENANT GOVERNOR, TO OBTAIN INFORMATION RELATING TO MY CRIMINAL HISTORY. THE CRIMINAL HISTORY RECORD, AS RECEIVED FROM THE REPORTING AGENCIES, MAY INCLUDE ARREST AND CONVICTION DATA. I UNDERSTAND THAT THIS INFORMATION WILL BE USED, IN PART, TO DETERMINE MY ELIGIBILITY TO BE A **NOTARY PUBLIC** IN THE **UNITED STATES VIRGIN ISLANDS**. I ALSO UNDERSTAND THAT AS LONG AS I REMAIN A NOTARY PUBLIC, THE CRIMINAL HISTORY RECORDS CHECK MAY BE REPEATED AT ANY TIME FOR CAUSE RELATED TO MY APPOINTMENT.

I, THE UNDERSIGNED, DO, FOR MYSELF, MY HEIRS, EXECUTOR AND ADMINISTRATORS, HEREBY REMISE, RELEASE AND FOREVER DISCHARGE AND AGREE TO INDEMNIFY AND HOLD THE GOVERNMENT OF THE VIRGIN ISLANDS, **OFFICE OF THE LIEUTENANT GOVERNOR** AND EMPLOYEES AND AGENTS HARMLESS FROM AND AGAINST ANY AND ALL CAUSES OF ACTIONS, SUITS, LIABILITIES, COST, DEBTS AND SUM OF MONEY, CLAIMS AND DEMANDS WHATSOEVER, AND ANY AND ALL RELATED ATTORNEY FEES, COURT COSTS, AND OTHER EXPENSES RESULTING FROM THE INVESTIGATION OF MY BACKGROUND IN CONNECTION WITH MY APPLICATION TO BECOME A NOTARY PUBLIC.

\_\_\_\_\_  
**APPLICANT SIGNATURE** \_\_\_\_\_  
**DATE**

PLEASE PRINT THE INFORMATION LEGIBLY:

1. **NAME**  

_____ LAST	_____ FIRST	_____ M.I.
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 MAIDEN NAME (OR ANY OTHER NAMES USED): \_\_\_\_\_
2. **PHYSICAL ADDRESS:** \_\_\_\_\_
3. **DATE OF BIRTH:** \_\_\_\_\_
4. **SOCIAL SECURITY NUMBER:** \_\_\_\_\_
5. **DRIVERS LICENSE NUMBER:** \_\_\_\_\_



**JUSTIFICATION OF SURETY  
IN THE SUPREME COURT OF THE VIRGIN ISLANDS  
DIVISION OF ST. \_\_\_\_\_**

IN THE MATTER OF THE BOND OF \_\_\_\_\_, NOTARY PUBLIC.

TERRITORY OF THE VIRGIN ISLANDS )  
JUDICIAL DIVISION OF \_\_\_\_\_ ) SS:

\_\_\_\_\_, BEING DULY SWORN ACCORDING TO LAW, DEPOSE  
AND SAY:

- I. THAT I AM THE PERSON NAMED IN AND WHO SUBSCRIBED THE NOTARY BOND GIVEN BY \_\_\_\_\_ FOR NOTARY COMMISSION.
- II. THAT I AM A RESIDENT OF ST. \_\_\_\_\_, VIRGIN ISLANDS.
- III. THAT I HAVE PROPERTY LIABLE TO EXECUTION IN THIS JURISDICTION, WORTH \$10,000 AND UPWARDS, EXCLUSIVE OF PROPERTY EXEMPT FROM EXECUTION AND AFTER PAYING ALL DEBTS.

Real Estate Owned: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
CO- SURETY (IES) SURETY

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Notary Public Number \_\_\_\_\_









# NOTARY BOND

KNOW ALL MEN BY THESE PRESENT, that I, \_\_\_\_\_ of St. \_\_\_\_\_, Virgin Islands of the United States, as Principal; and

(SURETY NO. 1) \_\_\_\_\_ (CO-SURETY NO. 1) \_\_\_\_\_  
(SURETY NO. 2) \_\_\_\_\_ (CO-SURETY NO. 2) \_\_\_\_\_

All of St. \_\_\_\_\_, Virgin Islands of the United States, as Sureties, are held and firmly bound onto the Government of the Virgin Islands of the United States, in the sum **TEN THOUSAND DOLLAR (\$10,000.00)**, in accordance with 3 V.I. Code Sec. 773 (b), for the payment whereof well and truly to be made, we bind ourselves, our heirs, executors and administrator, jointly and severally, firmly by these presents.

WITNESS OUR NAMES AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

THE CONDITION OF THE ABOVE OBLIGATION is such that whereas the said \_\_\_\_\_ has applied to the Lieutenant Governor of the Virgin Islands for a commission as a notary public in the Territory of the Virgin Islands, (District of St. \_\_\_\_\_), if the said \_\_\_\_\_ shall well and faithfully perform duties of said notary public according to law, and shall in general do and perform all other acts which may at any time be required of him/her by law, then this obligation to be void; otherwise to remain in full force and effect pursuant to 3 V.I. Code Chapter 29.

**WITNESSES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **PRINCIPAL**  
\_\_\_\_\_  
\_\_\_\_\_ **(SURETY No. 1)**  
\_\_\_\_\_  
\_\_\_\_\_ **(CO-SURETY No. 1)**  
\_\_\_\_\_  
\_\_\_\_\_ **(SURETY No. 2)**  
\_\_\_\_\_ **(CO-SURETY No. 2)**

TERRITORY OF THE VIRGIN ISLANDS )  
JUDICIAL DISTRICT OF \_\_\_\_\_ ) SS:

I, \_\_\_\_\_, A notary public in and for the Territory of the Virgin Islands, District of \_\_\_\_\_,

DO HEREBY CERTIFY that \_\_\_\_\_ as Principal, and

(SURETY NO. 1) \_\_\_\_\_ (CO-SURETY NO. 1) \_\_\_\_\_  
(SURETY NO. 2) \_\_\_\_\_ (CO-SURETY NO. 2) \_\_\_\_\_

As Sureties, who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that they signed, sealed and delivered said instrument as their free and voluntary act, for the uses and purposes therein set forth.

GIVE UNDER MY HAND AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20 \_\_\_\_\_ A.D.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**  
My Commission Expires \_\_\_\_\_  
Notary Public No. \_\_\_\_\_

\_\_\_\_\_  
**PRESIDING JUDGE**  
Supreme Court of the Virgin Islands

