



USVI Apostille or Authentication Request **INSTRUCTIONS**

"**Apostille**" is a French word meaning certification. It refers to the authentication of documents under the terms of the 1961 Hague Convention abolishing the requirement of legalization for foreign public documents.

Persons seeking Apostille or Certify documents must present the original document with a visibly raised seal. A photocopy of an original cannot be authenticated. The Office of the Lieutenant Governor cannot apostille or issue notarial certification for any document(s) that is/are issued by anyone other than a U.S. Virgin Islands notary or bearing the authorized signature of the issuing agency within the territory.

The document in question must be accompanied by a completed **Request Form for Apostille or Certificate of Authentication of State**. The processing time is 5-7 business days. The cost per document is **\$25**. Payment can be submitted by way of money order, credit card or cashier's check made payable to the **Government of the Virgin Islands**. Individuals paying with a credit card must complete the attached **Credit Card Authorization** form in its entirety. A copy of the payee's **personal identification** must be provided in order to process payment.

In addition to the completed request form and the documents to be processed, a **self-addressed stamped envelope** must also be enclosed with your package. We strongly recommend that the envelope provided offers some level of tracking, so that you will be able to account for your package.

Transmittal of Documents for Processing

Please send the original document(s), completed Apostille/Certification Request Form and payment to the address below. Note that we prefer receiving the completed credit card authorization form with corresponding Identification via email, instead of through the mail.

Notary Division – Apostille Processing
Office of the Lieutenant Governor
5049 Kongens Gade
St. Thomas, Virgin Islands 00802

Return of Executed Document(s)

The executed documents will be returned to you in the self-addressed stamped envelope provided. A copy of your payment receipt and any original document(s) transmitted will be enclosed.

Should you have additional questions or concerns regarding your request or the process, we will be more than happy to assist you at 1 (340) 774-2991 extension 4120.