

**OFFICE OF THE LIEUTENANT GOVERNOR  
NOTARY PUBLIC DIVISION**



**Let's Review Your Process**

The U.S. Virgin Islands, the Secretary of State who is the Lieutenant Governor of the Virgin Islands provides Apostilles and Authentication's for foreign countries. In order to provide this service, documents must be notarized by a U.S. Virgin Islands Notary Public or bear the signature of a U.S. Virgin Islands Public official. The cost is \$25.00 per document.

- Please fill out the application form and send the original documents. A picture identification is required with all applications! You can visit the office address listed or submit documents via US Postal Service or expedited mail services.
- Documents must be originals, certified copies or true and perfect copies, authenticated by a notary. A notary may not certify a photocopy of a document that is a vital record or a public record.
- Please be aware a notary who is not commissioned by the Office of the Lieutenant Governor or of the issuing governmental agency shall neither certify nor authenticate a copy of any official government document including but not limited to the following:  
[Birth Certificate](#), [Death Certificate](#), [Marriage Certificate](#), [Driver's License](#), [Passport](#), [Divorce Decree](#), [Social Security Card](#), [Court Documents](#), etc.
- Documents must be properly notarized in English by a Notary Public within the U.S. Virgin Islands. All documents in a foreign language must be translated into English and contain a proper affidavit and notarial acknowledgement in English as a true translation.
- Select your choice of service of mailing: You must include a **PREPAID** completed self-addressed return envelope to return your documents to the desired destination.

Make checks or money orders payable to the **Government of the Virgin Islands.**

Our mailing address: **Office of the Lieutenant Governor  
Notary Division- Apostille Processing  
5049 Kongens Gade  
St. Thomas, Virgin Islands 00802**

**Walk-in tips**

The Office of the Lieutenant Governor Apostille office hours are Monday-Friday 9:00am to 4:00pm. Anyone entering the Office of the Lieutenant Governor will be required to present identification at the security post, such as a valid driver's license.

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.

For further information regarding document preparation, please contact the Notary Division-Apostille Processing at 1(340) 774-2991 extension 4120.