

THE NOTARY NEWS

UNITED STATES VIRGIN ISLANDS

NOTARY PUBLIC DIVISION

JULY EDITION

Volume 1



Welcome!

Every notary wants to do their job well and avoid liability. In today's world, this can be challenging. It's important to review the Notarial Law of the Virgin Islands. *VI Code Title 3, Executive Chapter 29. Notaries Public*

Be Confident, Be Prepared and remember a Signature is Required!

LET'S TALK NOTARY

Secure Your Notary Seal

Notaries, please keep your notary seal, commission certificates, journals and ink stamp under lock and key. It is your responsibility to protect your notarial instruments from unauthorized use by family members, friends or co-workers. Remember you may be held liable for any improper notarization performed with your notary seal.

Keeping a Notary Journal to Protect you

3V.I.C. §829 Journal

A notary journal is a record of the notarial acts performed by a notary public. A well-kept notary journal is one of the best ways to protect yourself against disciplinary action or lawsuits. A good journal entry provides valuable information about the notarization after the event.

Each journal entry should include the following:

1. Date and time of the notarial act;
2. A description of the record, if any, and type of notarial act;
3. The full name and address of each individual for whom the notarial act is performed;
4. Identification provided as proof of identity;
5. The fee, if any, charged by the notary public;
6. Document signer's signature; and
7. Any other information that the Lieutenant Governor may, by regulation, determine necessary.

Educational Workshops to Expand your Horizons

New and existing notaries are encouraged to sign up for the upcoming notary classes starting on July of 2023. This workshop is design to assist you with understanding basics principals and regulations.

At the conclusion of the workshop participants will be able to:

- A. Recognize the types of authorized notarial acts and certificates.
- B. Learn ethical obligations required to correctly perform notary duties.
- C. Identify the basics of notary journal keeping.

Notarial Public Officer

A notary public is considered a "public ministerial officer" who is an impartial agent of the Virgin Islands commissioned to witness notarial writings and signatures. Prior to notarizing a document, a notary should ask the following three questions:

1. Am I a party to the transaction?
2. Am I named in the document?
3. Do I have any financial or beneficial interest in this transaction?

If the answer to any of these questions is **no**, the notary is an impartial witness.

If the notary answers **yes** to any one of these questions, the notary **should not** notarize the document.

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This newsletter is intended to educate and assist notaries public in the Virgin Islands and does not constitute legal advice.