



UNITED STATES VIRGIN ISLANDS

MOBILE NOTARY

All Mobile Notaries must be registered at the Office of the Lieutenant Governor

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 clearly identifies 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.

Tips for Mobile Notary “Notarizing on the Go”

- 1.) **Convenience** Your time is VALUABLE! A Mobile Notary will come to you on your time and the service performed is legally binding.
- 2.) **Make sure you are easy to reach.** You should be readily available to customers by responding to calls, emails, and voicemails in a timely manner.
- 3.) **Conduct yourself in a professional manner.**
 - A. It is essential to arrive on time and adequately prepared for each notarial appointment.
 - B. Focus on the reason for your presence, which is to perform the notarization and prioritize delivering quality service.
 - C. Take the time to explain the notarial procedures to your customers. Clearly communicate all applicable fees providing transparency and avoiding any misunderstanding.
- 4.) **Always be prepared for quick travel.** Keep your notary equipment and supplies together in one secure spot so you can quickly grab them and take them to the notarization.

A Guide to Notary Travel Fees

Travel fees are separate from notarization fees.

Charlotte Amalie or Town Area	\$ 5.00 + \$15.00
Charlotte Amalie to Red hook	\$ 10.00 + \$15.00
Town Area to Bordeaux	\$ 12.00 + \$20.00



Travel fees are separate from notarization fees. **Maximum Travel fee \$ 25.00**
A payment receipt is required for all mobile transactions.

