

OFFICE OF THE LIEUTENANT GOVERNOR

NOTARY DIVISION

“NOTARIZATION ON THE GO”



12 TIPS FOR MOBILE NOTARIES

If you are considering offering mobile notary services, below are a few notary safety tips and guidelines that mobile notaries need to pay attention to while on the go. This will ensure a safe experience for everyone involved in the transaction.

Mobile notary should always keep their commission certificates and a valid Id on them. It is important just in case if a customer asks to see them, or you may also be asked to provide them to authorities. Going into unfamiliar areas it's wise to have records available to show that you belong in places where you don't live.

1. Be familiar with the notary laws and regulations of the Virgin Islands and adhere to them at all times.
2. Always verify the identity of the signer before conducting any notarization.
3. Be always aware of your surroundings and stay alert for any suspicious activity.
4. Try to meet the signers in a public location.
5. Let someone know where you are going or use a GPS enabled device to track your location.
6. Carry a fully charged phone.
7. Ensure your vehicle is well serviced and have an emergency kit in your car.
8. Avoid revealing any private information about yourself.
9. Do not carry large amounts of cash or valuables with you.
10. Limit the amount of jewelry you wear to your appointment to minimize your risk of being robbed.
11. As an option use a secure method of payment and avoid accepting cash. Accepting cash is convenient and quick, but it can also be a liability. Consider using a digital system for your payment.
12. Prioritize your safety. If you are not comfortable or feel unsafe, trust your instincts. Find a way to end the transaction! Your safety is more important than a notarization.

