



NOTARY PUBLIC COMPLAINT FORM AND INSTRUCTIONS

The Office of the Lieutenant Governor serves as the commissioning officer for notaries public in the US Virgin Islands. The Notary Public also serves at the pleasure of the Secretary of State, who may remove notarial commissions or impose corrective actions on notaries public who have acted negligently or who have committed misconduct.

Complaints surrounding the performance of a Virgin Islands notary public's duties are submitted to the Notary Division under the Legal Counsel Office, who investigates and evaluates violations of law for appropriate disciplinary action, if warranted. The Office of the Lieutenant Governor cannot take action against a person who is not a commissioned notary public.

A complaint may be filed against a Virgin Islands notary public by completing a [Complaint Form](#) and sending it along with certified copies of any relevant documentation to:

**Office of the Lieutenant Governor
Notary Public Division
5049 Kongens Gade
St. Thomas, Virgin Islands 00802**

If you intend to cancel, void, invalidate, or modify a contract or any other document, or if you are pursuing monetary restitution in the form of a refund, damages, or penalties, it is advisable to consult an attorney for guidance.

The Office of the Lieutenant Governor cannot represent a complaining party in an administrative, civil, or criminal proceeding or provide legal advice related to the situation. Actions taken by the Office of the Lieutenant Governor related to an administrative proceeding, if any, generally will have no direct affect upon your rights under civil or criminal law.

Fraud or other criminal acts, such as forgery, embezzlement, or elder abuse, etc., that may have been committed, are matters that should be reported to local law enforcement or the Department of Justice.



COMPLAINT FORM INSTRUCTIONS

- **Notary Public Information:** Include as much information as possible.
- **Complainant Information:** Provide contact information for the person alleging the misconduct.
- **Witness Information:** List the names and addresses of any witnesses who have personal knowledge of the alleged misconduct.
(Use an additional sheet if necessary).
- **Allegations:** Please describe the specific allegation or nature of your complaint.
- **Supporting Documentation:** The complaint form must include copies of all documents that relate to the allegations made in the complaint.
- **Execution:** Sign and date the last page of the complaint form before a notary public or other officer authorized to perform an oath.
- **Delivery Instructions:** The form and supporting documentation may be mailed or hand delivered to Office of the Lieutenant Governor, Notary Public Division, 5049 Kongens Gade, St. Thomas, VI 00803.

Note: Please do not write on the back of the complaint form. If additional space is required, please attach separate sheets as needed. Questions concerning the complaint may be directed to the Notary Public Division at 1 (340) 774-2991 extension 4120.