



GOVERNMENT OF THE VIRGIN ISLANDS  
OF THE UNITED STATES

-0-

OFFICE OF THE LIEUTENANT GOVERNOR  
NOTARY DIVISION

# NOTARY PUBLIC DAY

## NOVEMBER 7<sup>th</sup>

The Office of the Lieutenant Governor salutes all notaries in the U.S. Virgin Islands and commends their dedicated service to the community. On National Notary Public Day, we honor you as a trusted public official.

The role of the notary public is to act as an impartial witness. A notary is not permitted to give legal advice or draft legal documents unless the notary is also an attorney.

### Notary Bulletin: 2023

#### NOTARY LAWS

Notaries are encouraged to visit our website [ltg.gov.vi](http://ltg.gov.vi) under Notary Division, for updates pertaining to the notary laws of the Virgin Islands.

- **Virgin Islands Code Title 3. Executive Chapter 29. Notaries Public**
- **Act No. 8542** – Bill No. 34-0155
- **VI Code Annotated Title 3. Executive, Chapter 19.** Subchapter III. Virgin Islands Revised Uniform Law on Notarial Acts (2022)

#### NOTARY INK STAMP REQUIREMENTS

**Effective, February 28, 2023**, all notaries were notified that their ink stamps must be updated on or before February 28, 2023. Virgin Islands laws require every notary to use an impression seal and ink stamp bearing **blue ink only!**

## **IMPRINT OF NOTARY INK STAMP**

The Information captured on the stamp and seal of every Notary must include:

1. Name as it appears on Notary Commission
2. The words “NOTARY PUBLIC”
3. Notary Public Number ex. NP XXX-2023
4. Commission Expiration (MM/DD/YYYY)
5. Judicial District – (STT/STJ USVI) or (STX USVI)

## **NOTARY ANNUAL FEE / PAST DUE FEE**

On the 1<sup>st</sup> day of January of each year, an annual fee of \$25.00 is due for all notaries public. Upon failure to pay the annual fee after (30) days, a fee of \$50.00 will be added to all late payments per calendar year. (A fee of \$50.00 will be added after January 31, 2023)

## **RENEW YOUR NOTARY COMMISSION**

Get started on your reappointment today! Start the process to ensure your reappointment is on time. Notaries in the U.S. Virgin Islands may start their renewal process (60) days prior to the end of their commission expiration. Failure to renew your notary commission on time will lead to a penalty. Renewal applications are online at [ltg.gov.vi](http://ltg.gov.vi).

## **MOBILE NOTARY FEES**

The U.S. Virgin Islands only mandates what can be charged to notarize each document. 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. All fees must be arranged and noted before travel. The maximum fee for travel is \$25.00.

## **NOTARY CLASSES**

Notary classes “Back to Basics 101” are scheduled to continue for notaries in the territory. This is a hands-on training for all notaries in the U.S. Virgin Islands. Let’s put the “Pieces Back Together!” More details will follow for classes in both the STT/STJ and the STX District.

### **Contact:**

Office of the Lieutenant Governor  
Notary Division  
5049 Kongens Gade  
St. Thomas, Virgin Islands 00802-6487  
(340) 774-2991 extension 4120