



OFFICE OF THE LIEUTENANT GOVERNOR
NOTARY DIVISION

5049 Kongens Gade • Charlotte Amalie, Virgin Islands 00802 • 340.774.2991 ext 4120



Request Form for Apostille or Certificate of Authentication Fee \$ 25.00

Applicants must provide a copy of a valid photo ID with this application

Person Requesting Service: First Name: Last Name: Date:
Names listed on the Document: First Name: Last Name:
Name of Firm or Organization:
Type of Document: Country it will be used in:
Apostille Certificate of Authentication Notary Verification
Mailing Address:
City: State: Zip:
Daytime Telephone Number: Email:
Person Picking up Document(s): Telephone Number:
(other than client)

FORM OF PAYMENT:

Please make check or money order payable to: Government of the Virgin Islands

Number of Documents to be Authenticated/Apostille: x \$ 25.00 per document = Total \$

Money Order No. Check Number No.

Delivery Method: (Please indicate what type of packaging was provided for returned mail)

- Self-addressed carrier label; (FedEx, UPS, or DHL)
Self-addressed USPS Express Envelope with Postage
Self-addressed USPS Postal Priority with Postage
Self-Addressed Stamped Regular Envelope
Self-addressed, First-Class Envelope with Postage (Insured or Delivery Confirmation)

RECEIPT OF DOCUMENTS:

I have reviewed the requested document(s) in its entirety and verify that the names and dates contained therein are accurate.

Print Name

Signature

Date