

THE NOTARY NEWS

UNITED STATES VIRGIN ISLANDS

NOTARY PUBLIC DIVISION

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LET'S TALK NOTARY



Welcome to **Let's Talk Notary**, a comprehensive resource for notaries public in the Virgin Islands and those interested in the fascinating world of notarization. This newsletter aims to inform, educate, and inspire its readers with the latest developments, best practices, and expert insights surrounding the role of the notary.

This newsletter outlines the five most essential notarial acts that a notary public is authorized to perform.

JURAT

The signer swears under oath that everything in the document is true.

- Review the document.
- Identify the signer.
- Request the signer to verbally acknowledge their signature was made willingly and competently.
- Observe the signer as they execute the document and verify the authenticity of the signature.
- Administer oath or affirmation aloud.
- Complete the notarial certificate and journal entry.

Words to look for in the notarial certificate: Subscribed and sworn to

Key: A specific oath may be written on the document.

ACKNOWLEDGMENT

The signer acknowledges that they have signed the document for its intended purpose.

- Review the document.
- Identify the signer.
- Request the signer to verbally acknowledge their signature was made willingly and competently.
- Verify the signer's signature.
- Complete the notarial certificate and journal entry.

Words to look for in the notarial certificate: Acknowledge or Declare

Key: This is the only act for which a document can come pre-signed

SIGNATURE WITNESSING

The signer signs the document in the presence of the notary.

- Review the document.
- Identify the signer.
- Request the signer to verbally acknowledge their signature was made willingly and competently.
- Observe the signer as they execute the document and verify the authenticity of their signature.
- Complete the notarial certificate and journal entry.

Words to look for in the notarial certificate: Signed on the attached document in my presence. **Key:** When a signer requests a signature witnessing, they're simply establishing that they appeared before a notary public on a certain date.

This newsletter is intended to educate and assist notaries public in the Virgin Islands and does not constitute legal advice.

COPY CERTIFICATION

The notary certifies the copy they made is a true and accurate copy.

- Confirm that a United States Virgin Islands notary has the legal authority to copy and certify the documents.
- Personally photocopy or oversee the duplication of the document.
- Compare the original document to the copy to verify its accuracy and completeness.
- Complete the notarial certificate and journal entry.

Words to look for in the notarial certificate: True, exact, complete and unaltered copy

Key: The document holder and the document owner do not have to be the same person. The document owner does not need to be present.

OATH/AFFIRMATION

The individual taking the oath verbally pledges to tell the truth. Identify the oath taker, administer oath or affirmation aloud, and then complete the journal entry.

Oath or Affirmation

"Do you swear to tell the truth, whole truth, and nothing but the truth {so help you God} or {on your personal honor}?"

Note: There is no notarial certificate for this act.

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