



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 identification with this application

5-7 Business Days

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:		The country in which it will be used:
<input type="radio"/> Apostille	<input type="radio"/> Certificate of Authentication	<input type="radio"/> Notary Verification
Mailing Address:		
City:	State:	Zip:
Daytime Telephone Number:		Email:
Person Picking up Document(s): <i>(other than client)</i>		Telephone Number:
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. _____ Credit Card _____		
Delivery Method: (Please indicate what type of packaging was provided for returned mail)		
<input type="radio"/> Self-addressed carrier label; (FedEx ____, UPS ____, or DHL ____) All mailing transactions require a tracking number.		
<input type="radio"/> Self-addressed USPS; (Postal Priority _____ Express _____) All mailing transactions require a tracking number.		
3-5 Business Days RUSH FEE ADD \$ 50.00 Rush shipping is not offered for transactions and mailings beyond the Virgin Islands.		



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