NOTARY
The Bulletin
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"ENSURING ACCURACY" THE DIVISION OF NOTARIES PUBLIC SENDS A REMINDER ON PROPER NOTARIZATION OF OFFICIAL DOCUMENTS

The Notary Division reminds all notaries public within the Territory that all official notarial certificates and associated documents must be completed in their entirety, without exceptions. Accuracy in the notarization process is important, as these legal verifications are critical in safeguarding the integrity of key documents and transactions.

This requirement applies to all notarial forms, certificates, affidavits, certifications, court documents, and verification-related procedures. Henceforth, incomplete submissions or **shortcuts** will no longer be accepted for any official filings. Your strict adherence to these guidelines is essential to maintaining the professionalism and reliability of notarial services within the territory.

By following the established protocols, notaries help to prevent fraud, forgery, and other forms of document tampering that could have serious consequences. The reminder emphasizes the need for notaries to carefully examine identification, obtain signatures in their presence, and thoroughly document all the relevant details in their notary journal.

In addition, the Notary Division will continue to conduct notarial journal inspections for notaries in the territory. As a reminder, consistent with the V.I. Code 3V.I.C. §778 Fees; retention by notary; all notaries in the Virgin Islands are authorized to charge a fee of **$5.00** for each seal affixed to a document.

Notaries are advised to regularly review their email correspondence for important information and updates issued by the Notary Public Division. Further information regarding notary services is available on the Office of the Lieutenant Governor's website at ltg.gov.vi. Alternatively, you may contact the Notary Public Division directly at (340) 774-2991, extension 4120.

Sincerely,
The Division of Notaries Public