



THE UNITED STATES VIRGIN ISLANDS
OFFICE OF THE LIEUTENANT GOVERNOR
The Division of Notaries Public

NOTARY
The Bulletin
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"The Role of Notaries-Responsibilities and Fees"

All Notaries Public in the United States Virgin Islands are reminded of their ongoing responsibilities and fee obligations to maintain their commission and avoid potential penalties. The Office of the Lieutenant Governor- The Division of Notaries Public will distribute all official correspondence, including bulletins, updates, and invoices, via email to the address provided on each notary's application.

It is crucial to maintain a valid email address and ensure that communications from the official "**LGO No-Reply**" email are not filtered into spam or junk folders.

The annual \$25 notary fee is due on January 1st. Payments received after January 31st will incur an additional \$50 late fee. Upon failure to pay the annual fee, the Lieutenant Governor shall, after giving the notary public 30 days' notice of his intention to do so, cancel such appointment.

Summary of Fees and Deadlines:

- **Initial Commission Fee:** Each notary public pays an initial fee of \$100
- **Annual Fee:** A yearly fee of \$25 is due on January 1st of each year.
- **Late Payment:** \$50 late fee will be added to all late payments after 30 days.
- **Renewal Fee:** \$75 is required every (4) years to renew your commission.
- **Consequences of Non-Payment:** Failure to remit the annual fee within the 30-day grace period will result in cancellation of the notary's appointment, following a 30-day notice from the Office of the Lieutenant Governor.

To remain in good standing and continue to provide essential notarial services to the community, notaries must meet all fee obligations and stay current with official communications.

Additionally, each notary public may charge and retain a fee not to exceed \$5.00 for each notarized document or for each time his or her seal is affixed to a document. Failure to comply with the law can lead to penalties.

Notaries are encouraged to regularly review email correspondence for important information and updates from the Division of Notaries Public. For further information regarding notary services, visit the Office of the Lieutenant Governor's website at ltg.gov.vi, or contact the Division of Notaries Public at (340) 774-2991, extension 4120.