



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

NOTARY
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"Notary Journal Best Practices – Five Essential Tips"

The Office of the Lieutenant Governor, through the Notaries Public Division, reminds all commissioned Notaries Public of their legal obligation to properly maintain a notary journal in accordance with the laws and regulations of the U.S. Virgin Islands.

A notary journal serves as the official and permanent record of all notarial acts performed. In the event a notarization is questioned, the journal provides an essential audit trail and may be relied upon in legal or administrative proceedings. Failure to properly maintain a journal may expose a Notary Public to liability and disciplinary action.

Best Practices for Maintaining Your Notary Journal:

- 1) Record every notarial act without exception, including but not limited to the type of notarial act, date of document, signer's name, address, signature, notary fee charged, and any other information required by law.
- 2) Maintain a consistent format for all journal entries to ensure completeness and accuracy.
- 3) Secure the notary journal in a **locked location** when not in use to prevent tampering or unauthorized access.
- 4) Retain complete journals for the legally mandated period of ten (10) years.
- 5) Correct errors properly by making a corrective notation. Erasing, removing pages, or using correction fluid is strictly prohibited.

By diligently following these notary journal best practices, you'll fulfill your legal obligations, protect yourself from liability, and uphold the integrity of the notarial process.

Compliance With United States Virgin Islands Notary Laws:

Notary Journals are required to be permanently bound with chronologically numbered pages, which prevents the removal or substitution of pages and provides clear evidence if tampering occurs. Proper construction and maintenance of your journal are essential safeguards against legal challenges.



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Confidentiality and sole control of the journal:

Maintaining exclusive control over the notary journal is critical to preserving the integrity and security of notarial records. The notary journal should be accessible only to the notary, as it typically contains sensitive information about notarized transactions, including dates, names of parties involved, and details of the notarization process. Ensuring the confidentiality and protection of this data from unauthorized access is essential. A **notary safeguard** is a great idea to protect clients' information.

Lost or Stolen Notary Journals:

Promptly report any lost or stolen notary journals in accordance with United States Virgin Islands notary laws and regulations. Failure to report such incidents may jeopardize your notary commission, particularly if a past notarial act is later questioned.

Inspection of Notary Journal Records:

A notary journal is considered public record. The Office of the Lieutenant Governor will conduct inspections of your notary journal as required by law. Upon request, Notaries Public must provide access to all journal entries and furnish copies or certified copies when requested. Failure to comply may result in administrative action, including fines or revocation of your notary commission.

Notaries are encouraged to regularly monitor email correspondence for important information and updates from the Notaries Public Division.

For additional information regarding notary services, visit the Office of the Lieutenant Governor's website at ltg.gov.vi, or contact the Notaries Public Division at (340) 774-2991, extension 4120.

Sincerely,
The Notaries Public Division