



# Notary Public-Notification of Death

## Handling a Notary Public's Records After Their Passing

Following the passing of a notary public, it is essential to notify the relevant authorities to ensure a smooth transition and secure handling of all official records. The **Notary Death Notification Letter** serves this purpose, providing a formal mechanism for notifying the Office of the Lieutenant Governor, the Notaries Public Division in the U.S. Virgin Islands.

This Letter is typically submitted by the personal representative of the deceased, such as a family member or executor. Its primary goal is to supply the office with all relevant details about the late notary, including:

- **Full Name** and official identification of the notary
- **Notary Commission Number** and **Expiration Date** of their commission
- **Date of Birth** and **Date of Death**
- **Last Known Address** of the notary
- An inventory of official materials such as journals, instruments, and certificates etc.

Submitting this information enables the appropriate authorities to update their records and arrange for the secure delivery, retention, or archival of notarial documents in accordance with the laws and regulations of the United States Virgin Islands. It also helps protect the public by preventing the misuse or fraudulent use of official notarial tools and documents after the notary's passing.

Although notifying the authorities of a notary's death is a somber responsibility, it is a necessary part of maintaining legal order and upholding the standards of public service in the community.

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Thank you for your assistance during this difficult time.



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Honorable \_\_\_\_\_  
Office of the Lieutenant Governor,  
Notaries Public Division  
5049 Kongens Gade St. Thomas, Virgin Islands 00802-6487

## Re: Notification of the death of a Notary Public

Dear \_\_\_\_\_, This letter is to formally notify the Office of the Lieutenant Governor of the death of the notary public \_\_\_\_\_, who passed away on \_\_\_\_\_. The deceased notary's information is as follows:

- Full Name: \_\_\_\_\_ (Deceased Notary)
- Notary Commission Number: \_\_\_\_\_
- Commission Expiration Date: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (MM/DD/YYYY)
- Date of Death: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (MM/DD/YYYY)
- Last Known Address: \_\_\_\_\_

Number of Journals \_\_\_\_\_, Notarial Instruments \_\_\_\_\_, Notarial Certificates \_\_\_\_\_

I, the undersigned personal representative, hereby declare that I am actively coordinating the timely delivery of all official notarial materials to the Office of the Lieutenant Governor in accordance with the notary laws of the U.S. Virgin Islands.

Sincerely,

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Relationship to the deceased: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_