



**GOVERNMENT OF THE VIRGIN ISLANDS
OFFICE OF THE LIEUTENANT GOVERNOR
NOTARIES PUBLIC DIVISION**

NOTARY PUBLIC CHANGE OF NAME FORM

For commissioned notaries whose legal name has changed

Purpose: Use this form to notify the Notaries Public Division of a legal name change and to request that your notary commission records be updated.

1. COMMISSION AND CONTACT INFORMATION

**Current Commissioned
Name**

Commission Number

Physical Address

Mailing Address
(if different)

Telephone Number

Email Address

2. NEW LEGAL NAME

First Name

Middle Name

Last Name

3. APPLICANT DECLARATION

I, _____, declare under penalty of perjury that my legal name has changed and that, from this date forward, I will be known as _____.

- ☐ I affirm that this request is not made for any fraudulent, misleading, or otherwise improper purpose.
- ☐ I affirm that I am not seeking this change to evade debts, legal proceedings, or criminal charges.
- ☐ I understand that the name on my notary commission, bond, seal, ink stamp, and notarial records must be consistent after approval of this request.



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Supporting documentation, signature, and notarial certificate

4. BASIS FOR NAME CHANGE

Select the reason that best describes your legal name change:

☐ Marriage ☐ Divorce ☐ Court order ☐ Other: _____

5. SUPPORTING DOCUMENTATION

Attach a copy of the document that verifies your legal name change. Check the document submitted:

☐ Certified Marriage Certificate ☐ Divorce Decree
☐ Court Order ☐ Updated government-issued identification
☐ Other: _____

Important: Do not submit original legal documents unless specifically requested by the Notaries Public Division.

6. APPLICANT CERTIFICATION AND SIGNATURE

I certify that the information provided on this form and in the accompanying documents is true and correct to the best of my knowledge.

Applicant Signature

Date

Printed Name

7. NOTARIAL CERTIFICATE

IN WITNESS WHEREOF, I, the undersigned Notary Public, certify that the above-named individual personally appeared before me, was satisfactorily identified as the person whose name is subscribed to this instrument, and acknowledged that _____ executed the same for the purpose therein contained.

Signature of Notary Public

Printed Name _____

Notary Public Commission

Number _____

Commission Expiration Date _____



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GENERAL STEPS FOR A NOTARY NAME CHANGE

Keep this page for your records

Before you begin: Complete your legal name change with the Social Security Administration and the Bureau of Motor Vehicles, as applicable. Obtain certified or official documentation of the change.

- 1 Notify the Notaries Public Division.** Submit notice within 30 days of your legal name change.
- 2 Complete this form.** Provide your current commissioned name, new legal name, contact information, declaration, and signature.
- 3 Attach supporting documentation.** Include a copy of the legal document verifying the name change and any identification requested by the Division.
- 4 Submit the required materials.** Send or deliver the completed form and attachments to the Office of the Lieutenant Governor, Notaries Public Division.
- 5 Await approval before replacing supplies.** After approval, obtain a new emboss seal, blue ink stamp, notarial certificates, and notary bond that match your updated commissioned name exactly.
- 6 Submit a new Oath and Seal Form.** Complete this required step for final approval of your updated commission.
- 7 Begin using your updated commissioned name.** Use the new name and approved notarial instruments for all future notarizations after the process is complete.

IMPORTANT COMPLIANCE REMINDER

Do not perform notarizations using a name, emboss seal, ink stamp, or bond that does not match your active commission records. Documents may be rejected, and noncompliance may affect your commission.



OFFICE OF THE LIEUTENANT GOVERNOR
Notaries Public Division

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