



LET'S REVIEW THE APOSTILLE PROCESS

A step-by-step guide for preparing and submitting your documents

SERVICE FEE
\$25.00 per document

PHOTO ID
Required with every application

OFFICE HOURS
Monday-Friday 9:00 a.m.-4:00 p.m.

PREPARE YOUR SUBMISSION

1

Complete the request form. Submit the completed application, a copy of valid photo identification, and the original document(s). Applications may be delivered in person or mailed.

2

Confirm document eligibility. Documents must be originals, certified copies, or true and perfect copies properly authenticated by a notary. A notary may not certify a photocopy of a vital or public record.

3

Use a U.S. Virgin Islands notary. Documents must be properly notarized in English by a notary public commissioned in the U.S. Virgin Islands or bear the signature of a U.S. Virgin Islands public official.

4

Prepare foreign-language documents. A foreign-language document must be translated into English and include an affidavit and proper notarial certificate in English verifying the translation.

5

Arrange prepaid return delivery. Include a completed, prepaid, self-addressed return envelope or carrier label with tracking for the return of your documents.

6

Include payment. Make checks or money orders payable to the **Government of the Virgin Islands**. The service fee is \$25.00 per document.

SUBMIT, VISIT, AND RECEIVE YOUR DOCUMENTS

MAIL OR DELIVER

Office of the Lieutenant Governor
Notaries Public Division
Apostille Processing
5049 Kongens Gade
St. Thomas, Virgin Islands 00802

WALK-IN TIP

Visitors must present valid photo identification at the security post. Office hours are Monday-Friday, 9:00 a.m.- 4:00 p.m.

DOCUMENT RETURN

Completed documents, the payment receipt, and submitted originals will be enclosed in the prepaid return packaging provided.

QUESTIONS? Call the Notaries Public Division - Apostille Processing at (340) 774-2991 ext. 4120.