



NOTARIAL CERTIFICATES

A FACT SHEET FOR NOTARIES PUBLIC IN THE VIRGIN ISLANDS

OFFICIAL
TRAINING
REFERENCE

A notarial certificate is the official written statement completed by a Notary Public. It records the facts of the notarial act and provides lasting evidence of what the notary performed.

WHY EVERY CERTIFICATE MATTERS

A LASTING RECORD

The certificate records who appeared, the date and place of the notarization, and the notarial act performed. It may remain part of an important public or private record for many years.

MORE THAN A SEAL

A signature and seal alone do not complete a notarization. The correct certificate must be attached or included, fully completed, signed, and sealed by the notary.

TWO COMMON CERTIFICATE TYPES

FEATURE	ACKNOWLEDGMENT	JURAT
Purpose	Confirms the signer personally appeared and acknowledged signing the document willingly.	Confirms the signer personally appeared, signed in the notary's presence, and swore or affirmed that the contents are true.
Signature	The document may be signed before the appearance, unless another rule requires otherwise.	The signer signs in the notary's presence.
Oath/affirmation	Not required.	Required and administered verbally.
Common use	Often used for deeds, mortgages, powers of attorney, and other documents intended for recording.	Often used for affidavits, sworn statements, and documents requiring a sworn signature.

BEFORE COMPLETING THE CERTIFICATE, VERIFY

1 VENUE The Virgin Islands jurisdiction and island/location where the act occurred.	2 DATE The actual date the signer personally appeared before you.
3 SIGNER The name in the certificate matches the person who appeared.	4 NOTARIAL ACT The wording reflects the acknowledgment, jurat, or other authorized act selected.
5 SIGNATURE & SEAL Your official signature, title, and seal are clear and complete.	6 NO BLANKS Every required space is completed before the document leaves your possession.

IF THE CERTIFICATE IS MISSING OR UNCLEAR

Do not select the act for the signer. The signer or document preparer must decide which certificate is required. You may explain the difference between available notarial acts, but you must not provide legal advice. **Use proper certificate wording.** Once the act is selected, complete or attach the certificate wording authorized for use in the Virgin Islands. Review the wording before signing and affixing your seal.