



UNITED STATES VIRGIN ISLANDS

Office of the
Lieutenant Governor
Notaries Public Division

OFFICIAL
TRAINING
REFERENCE

NOTARY PUBLIC QUICK REFERENCE CHECKLIST

*Use this checklist before, during, and after every notarization
to ensure compliance, accuracy, and professionalism.*



BEFORE THE NOTARIZATION

- ☐ Verify your notary commission is current and active.
- ☐ Ensure your official seal/stamp is legible and current.
- ☐ Have your notary journal available.
- ☐ Review the document for blank spaces or missing pages.
- ☐ Confirm the correct notarial certificate is attached.
- ☐ Properly identify the signer(s).
- ☐ Examine valid government-issued identification.
- ☐ Ensure the signer is willing, aware, and competent.



DURING THE NOTARIZATION

- ☐ Require the signer to personally appear.
- ☐ Witness the signature.
- ☐ Administer an oath or affirmation (when required).
- ☐ Complete the notarial certificate accurately.
- ☐ Record the venue and date.
- ☐ Affix your official seal clearly.
- ☐ Sign exactly as commissioned.



AFTER THE NOTARIZATION

- ☐ Complete your journal entry.
- ☐ Record the document type, identification presented, fee (if applicable), and signer information.
- ☐ Review the notarization for accuracy.
- ☐ Return documents to the signer.
- ☐ Secure your journal and official seal.
- ☐ Maintain records in accordance with Virgin Islands law.



RED FLAGS – DO NOT PROCEED

- ☐ Signer is not physically present.
- ☐ Blank or incomplete documents.
- ☐ Signer appears confused, coerced, or under duress.
- ☐ Conflict of interest.
- ☐ Request to backdate or falsify information.
- ☐ Request to notarize your own signature.



★ YOUR INTEGRITY IS YOUR GREATEST SEAL ★

Protect the Public • Protect Yourself • Protect Your Commission

Office of the Lieutenant Governor • Notaries Public Division
For Educational and Training Purposes