



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
OFFICE OF THE LIEUTENANT GOVERNOR
NOTARIES PUBLIC DIVISION

NOTARY PUBLIC COMMISSION RENEWAL

Instructions • United States Virgin Islands

RENEWAL PROCESS The renewal process is completed in two phases. Please review the requirements below and submit complete documents to avoid delays.

PHASE 1 • SUBMITTAL OF DOCUMENTS AND APPROVAL OF BOND

Submit the \$75.00 commission renewal fee, plus any outstanding annual fees, payable to the Government of the Virgin Islands. Only checks and money orders will be accepted at the 5049 Kongens Gade (Government Hill) location on St. Thomas.

A Notary Bond must also be submitted with a face value of \$5,000.00 from an insurance or bonding company authorized to do business in the U.S. Virgin Islands, OR you may submit a surety bond from two resident sureties who own real property in the Virgin Islands valued at \$10,000.00 over and above encumbrances. All owners of each property must sign both the Bond and Justification of Surety.

The Bond, Affidavit, and Certification will be submitted to the Supreme Court for approval by the Presiding Judge.

REQUIRED SUBMISSION CHECKLIST

☐	Commission renewal fee - \$75.00, plus any outstanding annual fees.
☐	Notary Bond - Insurance Bond in the application name, signed and witnessed, with Power of Attorney attached; OR Surety Bond with two (2) Justifications of Surety.
☐	Certification - Completed by a Notary Public notarizing the applicant's signature on the Bond.
☐	Affidavit - Fully completed, signed, and notarized.
☐	Criminal Record Report - Covering all three (3) U.S. Virgin Islands (VIPD).
☐	Consent for Criminal Background History Check - NCIC National Crime Information Center.
☐	Character Reference Letters - Two (2), each with the author's return address and daytime contact number.
☐	Proof of Citizenship with Photo: Voter identification or a birth certificate combined with a photo ID (such as a passport or driver's license).
☐	Certificate of Good Standing from the Supreme Court of the Virgin Islands - Attorneys only.



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NOTARIES PUBLIC DIVISION

NOTARY PUBLIC COMMISSION RENEWAL

Instructions • Phase 2 and Final Requirements

PHASE 2 • ISSUANCE OF COMMISSION

When the Bond is returned “APPROVED” by the Supreme Court, a Notary Public Commission will be issued in your application name with the effective and expiration dates and your Notary Public number (NP-NNN-YY). The law governing Notaries Public in the U.S. Virgin Islands will be included in your packet. You are responsible for reading the law and familiarizing yourself with its provisions: Virgin Islands Code, Title 3, Executive, Chapter 29, Notaries Public.

FINAL DOCUMENTS / COMMISSION SETUP

- | | |
|--------------------------|---|
| ☐ | Notary’s Oath - Signed and notarized. |
| ☐ | Imprint of Notary Seal - The seal information must include the name as it appears on the Notary Commission documents; the words “NOTARY PUBLIC”; Notary Public number (example: NP 00-22); commission expiration date (MM/DD/YYYY); and judicial district STT/STJ, USVI or STX, USVI. |

CONSISTENCY CHECK The applicant’s name and signature should be the same on the Notary Application, Notary Bond, Affidavit, Certification, and Notary’s Oath.

QUICK FACTS

- Notify the Notaries Public Division in writing of any change to the information provided on this application.
- Maintain a notarial journal regardless of how many or how few notarizations you perform.
- The maximum fee a notary may charge by law is \$5.00 per notarial act.
- A notary is not authorized to perform marriages, certify birth certificates, marriage license, or death certificates, or perform any act that constitutes the practice of law.
- A notary must be completely satisfied with the identity of the person whose signature is being notarized. Always examine identification and be satisfied that it is valid.



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
OFFICE OF THE LIEUTENANT GOVERNOR
NOTARIES PUBLIC DIVISION

NOTARY PUBLIC COMMISSION RENEWAL APPLICATION

Please complete this application in its entirety. Leave no blanks; use "N/A" when an item does not apply.

APPLICANT INFORMATION

DATE *MM/DD/YYYY*

CURRENT NOTARY PUBLIC NO.

LEGAL NAME *Last Name • First Name • Middle Initial*

MAILING ADDRESS *P.O. Box or Street • City • State • ZIP*

RESIDENTIAL ADDRESS *Street Address • City • State • ZIP*

HOW LONG HAVE YOU RESIDED AT
THIS ADDRESS?

EMAIL ADDRESS

HOME TELEPHONE

CELLULAR TELEPHONE

EMPLOYMENT INFORMATION

EMPLOYER

OCCUPATION

EMPLOYER ADDRESS *Street • City • State • ZIP*

EMPLOYER TELEPHONE NUMBER

NOTICE: The tools of a Notary Public are critical to professional service. Maintain your required bond, seal/stamp, embossing seal, and notarial journal as applicable to your commission.



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
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NOTARIES PUBLIC DIVISION

NOTARY PUBLIC COMMISSION RENEWAL APPLICATION

Eligibility and Commission History

ELIGIBILITY QUESTIONS

Select YES or NO for each question. Provide the requested details or attachments where indicated.

YES	NO	QUESTION	DETAILS / RESPONSE
☐	☐	Are you 21 years of age or older?	
☐	☐	Are you a resident of the United States Virgin Islands?	<i>If yes, how long?</i>
☐	☐	Did you graduate from high school OR complete the GED Program?	<i>School name; city/state</i>
☐	☐	Have you ever been convicted of or pled guilty to any crime in the U.S. Virgin Islands, any other U.S. jurisdiction, or any other country?	<i>Attach criminal report.</i>
☐	☐	If you are an attorney, have you attached a Certificate of Good Standing from the Supreme Court?	<i>Mark N/A if not applicable.</i>
☐	☐	Have you ever been issued a commission as a Notary Public in the Virgin Islands?	<i>Provide expiration date and prior commissioned name, if different.</i>
☐	☐	Have you ever been refused a commission, had a commission revoked, or been subjected to an administrative penalty as a Notary Public?	<i>If yes, attach a letter with jurisdiction, reason, and date.</i>

APPLICANT CERTIFICATION

I certify that the information provided in this renewal application is true and complete to the best of my knowledge.

SIGNATURE OF APPLICANT

DATE



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



AFFIDAVIT

TERRITORY OF THE VIRGIN ISLANDS)

) SS.

JUDICIAL DISTRICT OF _____)

I, _____, residing at _____,
_____, being duly sworn
(or affirmed), depose and state:

1. I am a citizen of the United States and a resident of the Virgin Islands.
2. I have resided in the Virgin Islands for the past _____ years.
3. I am _____ years of age.
4. *Please check one:*
 - ☐ I am a graduate of an accredited high school; OR
 - ☐ I have passed the High School Equivalency Test (GED).
5. I have never been convicted of any crime, either within or outside the Virgin Islands.
6. I will continue to reside in the Virgin Islands during the term of my commission.

This affidavit is submitted in support of my application for a Notary Public Commission in the Virgin Islands.

Affiant's Signature

NOTARIAL CERTIFICATE

Signed and sworn to (or affirmed) before me on this _____ day of _____, 20____,
by _____, on the island of St. _____,
U.S. Virgin Islands.

Signature of Notary Public _____

Printed Name _____

Notary Public Commission Number _____

Commission Expiration Date _____



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



CERTIFICATION

IMPORTANT: This certification must be completed by another Notary Public in support of the applicant's Notary Bond Application.

TERRITORY OF THE VIRGIN ISLANDS)
) SS.
JUDICIAL DISTRICT OF _____)

I, _____, a Notary Public in and for the
Territory of the Virgin Islands, Judicial District of _____,
do hereby certify that _____, as Principal,
is personally known to me to be the same person whose name is subscribed to the foregoing Notary Bond;
that the principal appeared before me this day in person and acknowledged that they signed, sealed, and
delivered the instrument as their free and voluntary act for the uses and purposes set forth therein.

EXECUTION AND NOTARIAL SEAL

Given under my hand and seal of office this _____ day of _____, 20_____.

Signature of Notary Public _____

Printed Name _____

Notary Public Commission Number _____

Commission Expiration Date _____



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
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NOTARIES PUBLIC DIVISION

CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK

Notary Public Commission Renewal

Pursuant to 3 V.I.C. Section 772(4), to qualify as a Notary Public in the United States Virgin Islands, a person shall not have been convicted of any crime either within or outside of the Territory. The following information is needed to conduct a National Crime Information Center (NCIC) background check of all persons seeking to be appointed or reappointed as a Notary Public.

CONSENT- I hereby give my permission for the Government of the Virgin Islands, Office of the Lieutenant Governor, to obtain information relating to my criminal history. The criminal history record, as received from reporting agencies, may include arrest and conviction data. I understand that this information will be used, in part, to determine my eligibility to be a Notary Public in the United States Virgin Islands. I also understand that, as long as I remain a Notary Public, the criminal history records check may be repeated at any time for cause related to my appointment.

I, the undersigned, do, for myself, my heirs, executor and administrators, hereby remise, release and forever discharge and agree to indemnify and hold the Government of the Virgin Islands, Office of the Lieutenant Governor and employees and agents harmless from and against any and all causes of actions, suits, liabilities, cost, debts and sum of money, claims and demands whatsoever, and any and all related attorney fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a Notary Public.

APPLICANT SIGNATURE

DATE

PLEASE PRINT THE FOLLOWING INFORMATION LEGIBLY

NAME *Last • First • M.I.*

OTHER NAMES USED *(if any)*

PHYSICAL ADDRESS

DATE OF BIRTH *MM/DD/YYYY*

SOCIAL SECURITY NUMBER

DRIVER'S LICENSE NUMBER



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
OFFICE OF THE LIEUTENANT GOVERNOR
NOTARIES PUBLIC DIVISION

JUSTIFICATION OF SURETY

Supreme Court of the Virgin Islands • Surety 1 of 2

IN THE SUPREME COURT OF THE VIRGIN ISLANDS

IN THE MATTER OF THE BOND OF _____ NOTARY PUBLIC.

TERRITORY OF THE VIRGIN ISLANDS JUDICIAL DIVISION OF _____,

_____, being duly sworn according to law, depose and say:

- I.** That I am the person named in and who subscribed the Notary Bond given by
_____ for Notary Commission.
- II.** That I am a resident of St. _____, Virgin Islands.
- III.** That I have property liable to execution in this jurisdiction, worth \$10,000 and upwards, exclusive of property exempt from execution and after paying all debts.

REAL ESTATE OWNED *Location/description and value*

_____ \$ _____

CO-SURETY(IES)

SURETY

Subscribed and sworn to before me this _____ day of _____, 20_____.

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES

NOTARY PUBLIC NUMBER



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
OFFICE OF THE LIEUTENANT GOVERNOR
NOTARIES PUBLIC DIVISION

JUSTIFICATION OF SURETY

Supreme Court of the Virgin Islands • Surety 2 of 2

IN THE SUPREME COURT OF THE VIRGIN ISLANDS

IN THE MATTER OF THE BOND OF _____ NOTARY PUBLIC.

TERRITORY OF THE VIRGIN ISLANDS JUDICIAL DIVISION OF _____,

_____, being duly sworn according to law, depose and say:

I. That I am the person named in and who subscribed the Notary Bond given by
_____ for Notary Commission.

II. That I am a resident of St. _____, Virgin Islands.

III. That I have property liable to execution in this jurisdiction, worth \$10,000 and upwards, exclusive of property exempt from execution and after paying all debts.

REAL ESTATE OWNED *Location/description and value*

_____ \$ _____

CO-SURETY(IES)

SURETY

Subscribed and sworn to before me this _____ day of _____, 20_____.

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES

NOTARY PUBLIC NUMBER



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
OFFICE OF THE LIEUTENANT GOVERNOR
NOTARIES PUBLIC DIVISION

NOTARY BOND

Supreme Court of the Virgin Islands • Bond 1 of 2

KNOW ALL MEN BY THESE PRESENTS, that I, _____,
of St. _____, Virgin Islands of the United States, as Principal; and

SURETY NO. 1

CO-SURETY NO. 1

SURETY NO. 2

CO-SURETY NO. 2

All of St. _____, Virgin Islands of the United States, as Sureties, are held and firmly bound unto the Government of the Virgin Islands of the United States, in the sum **TEN THOUSAND DOLLARS (\$10,000.00)**, in accordance with 3 V.I. Code Sec. 773(b), for the payment whereof well and truly to be made, we bind ourselves, our heirs, executors and administrators, jointly and severally, firmly by these presents.

WITNESS OUR NAMES AND SEAL THIS _____ DAY OF _____, 20____.

THE CONDITION OF THE ABOVE OBLIGATION is such that whereas the said _____ has applied to the Lieutenant Governor of the Virgin Islands for a commission as a Notary Public in the Territory of the Virgin Islands, District of St. _____, if the said _____ shall well and faithfully perform duties of said Notary Public according to law, and shall in general do and perform all other acts which may at any time be required of him/her by law, then this obligation to be void; otherwise to remain in full force and effect pursuant to 3 V.I. Code Chapter 29.

WITNESSES AND SIGNATURES

WITNESS

PRINCIPAL

WITNESS

SURETY NO. 1

WITNESS

CO-SURETY NO. 1

WITNESS

SURETY NO. 2

WITNESS

CO-SURETY NO. 2



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
OFFICE OF THE LIEUTENANT GOVERNOR
NOTARIES PUBLIC DIVISION

NOTARY BOND

Acknowledgment and Court Approval • Continuation • Bond 2 of 2

ACKNOWLEDGMENT

Territory of the Virgin Islands)
Judicial District of _____) SS:

I, _____, a Notary Public in and for the Territory of the Virgin Islands,
District of _____, DO HEREBY CERTIFY that _____
as Principal, and the Sureties named above, who are each personally known to me to be the same persons
whose names are subscribed to the foregoing instrument, appeared before me this day in person, and
acknowledged that they signed, sealed, and delivered said instrument as their free and voluntary act, for
the uses and purposes therein set forth.

GIVEN UNDER MY HAND AND SEAL THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC SIGNATURE

APPROVED THIS ____ DAY _____,

MY COMMISSION EXPIRES

**PRESIDING JUDGE, SUPREME
COURT OF THE VIRGIN ISLANDS**

NOTARY PUBLIC NUMBER