



AMERICAN SOCIETY OF NOTARIES

U.S. VIRGIN ISLANDS

RECORDBOOK—REQUIRED

State-Specific Recordbook Requirements - Revised November 2009

ASN recommends that ALL notaries use a recordbook of notarial acts. Notaries in several states are required to use a recordbook (also called a register or journal). Please review the following statutes as your state either requires the use of a recordbook OR has specific guidelines you must adhere to if you choose to use a recordbook (if not required by state law). You may print this document for your records.

CHAPTER 29. NOTARIES PUBLIC

Subchapter 1. Notaries Public Generally

775. Records kept; Inspection by Lieutenant Governor; Filing

- (a) Each notary public shall keep an official record in which a memorandum of all official acts shall be noted.
- (b) The Lt. Governor may inspect the official record of any notary public at any time.
- (c) Upon the expiration of the term of office, the notary public's official record and seal shall be filed in the office of the Lt. Governor, in the judicial division of his or her residence, for a period of 5 years. The Lt. Governor shall make an impression of such seal and keep such impression with the records of the notary public.
- (d) The records kept by the notary public shall include, among other information, the date of the document, the nature or name of the document, the consideration named in the document, if any, the parties making the oath and such other information as the Lt. Governor may, by regulation, deem necessary.
- (e) A notary public shall not be eligible for a renewal of office unless there is presented with the application for renewal a receipt showing the deposit of official records and seal with the Lt. Governor.