



Instructions for Filing Notary Public Change of Address Form

[Chapter 42-30](#) of the General Laws of Rhode Island, 1956, as amended

This legal document should be typed. All illegible documents will be REJECTED.

How to complete the form:

1. List the applicant's commission ID number. The ID number can be found by looking up your name in the Notary Database.
2. List your name as it appears on your current commission.
3. List your new physical street address.
4. List your mailing address. This is optional information. If your mailing address is the same as your physical street address, check the box to indicate "same as address listed above."
5. Sign and date the form.

How to maintain your commission:

Visit our website at <http://www.sos.ri.gov/divisions/Notary-Public/maintain-notary-commission> for information on keeping your commission active and up to date.

How to pay the filing fee:

There is no fee to record a change of address form.



FOR
 SECRETARY OF STATE
 USE ONLY

Notary Public Change of Address Form

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NOTARY INFORMATION		
1. Commission ID Number	2. Full Name (First, Middle, Last - as it appears on your current commission)	
3. New Address		City/Town
State	Zip Code	Phone Number
4. Mailing Address		Same as Physical Address? (If so, please check box)
Address		City/Town
State	Zip Code	Alternate Phone Number
<i>Under penalty of perjury, I have examined this Notary Public Change of Address Form and all statements contained herein are true and correct.</i>		
Type or Print Name of Notary Public		Date
Signature of Notary Public		

MAIL TO:
 Division of Business Services
 Notary Public Section
 148 W. River Street, Providence, Rhode Island 02904-2615
 Phone: (401) 222-3040
 Website: www.sos.ri.gov

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If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email notaries@sos.ri.gov