



State of Rhode Island

Department of State | Office of the Secretary of State

Nellie M. Gorbea, *Secretary of State*

## Notarizing While Social Distancing

During the national state of emergency in response to the COVID-19 pandemic, the Centers for Disease Control and Prevention (CDC) and RI Department of Health recommend certain practices to help prevent the spread of this highly contagious disease. Following these measures is vital to keeping you and your customers safe and healthy.

When necessary, it is still possible to perform in person notary services if you and your customer feel comfortable doing so. Here are some tips for complying with the recommendations of the CDC and RI Department of Health during the performance of an in person notarization.

- If you feel sick or if you or someone in your household has tested positive for COVID-19, stay home and do not interact with others.
- Identify a surface in your area that is accessible to both you and your customer and allows each of you to stand at least 6' away while the other person is using it. Keep in mind you and your customer must always be able to see and hear each other during the notarization process.
- Disinfect all frequently touched surfaces.
- Wash your hands with soap and water (or use hand sanitizer containing at least 60% alcohol) before and after handling the document to be notarized. If you choose to wear gloves, be sure to dispose of them after handling the document.
- Wear a cloth covering over your nose and mouth.
- Ask the customer to leave their ID with the document to be signed so you can review both at once.
- Communicate as usual with the customer to determine if they understand what they are signing and are competent and willing, but do so from at least 6' away.

Have questions? Contact our Notary Division at [notaries@sos.ri.gov](mailto:notaries@sos.ri.gov).