



Rhode Island Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

❑ **Step 1**

I am eligible to become a Notary and am in compliance with state requirements:

- **18 years or older**
- **Citizen or permanent legal resident of the U.S.**
- **A resident of or have a place of employment or practice in Rhode Island**
- **Read and write English**
- **Demonstrate enough knowledge of Notary Public powers and duties**
- **Not be disqualified for a commission under RIGL 42-30.1-16**

❑ **Step 2**

I purchased my state-required Notary seal and supplies at NationalNotary.org/RI/Become or I called 1-800-876-6827.

❑ **Step 3**

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

❑ **Step 4**

I completed the [Notary Knowledge](#) assessment.

❑ **Step 5**

I took my Oath of Office on the [commission application](#) and had it notarized.

❑ **Step 6**

I completed my [Notary commission application](#) and sent it with the \$80 fee to:

Notary Public Section
148 W. River Street
Providence, RI 02904-2615

❑ **Step 7**

I have received my commission certificate from the state.

❑ **Step 8**

I have emailed a copy of my commission certificate to the NNA: Releasing@NationalNotary.org, or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/RI/Become

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)