



## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/RI/Renew](http://www.NationalNotary.org/RI/Renew)

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

### ❑ 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

### ❑ Step 2

I purchased my state-required Notary seal and supplies at [www.NationalNotary.org/RI/Renew](http://www.NationalNotary.org/RI/Renew) 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 took my Oath of Office on the [application](#) and had it notarized.

### ❑ Step 5

I completed my commission application <https://www.sos.ri.gov/assets/downloads/documents/Notary-Renewal-Application.pdf> and sent with the fee to:

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

### ❑ Step 6

I have received my commission certificate from the state.

### ❑ Step 7

I have emailed a copy of my commission certificate to the NNA:

[Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org), or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

### ❑ Step 8

I have received my seal stamp.