



Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: 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 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 my commission application https://www.nationalnotary.org/file%20library/naa/applications/rhode-island_state-application--e-.pdf and sent to:

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

Step 5

I have received my commission certificate from the state.

Step 6

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 business days.

Step 7

I have received my seal stamp.