



## Instructions for Filing

### Notary Public/Justice of the Peace 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 current.

#### How to pay the filing fee:

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



FOR SECRETARY OF STATE USE ONLY

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

→ No Filing Fee

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NOTARY/JUSTICE OF THE PEACE 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/Justice of the Peace Change of Address Form and all statements contained herein are true and correct.</i>		
Type or Print Name of Notary Public/Justice of the Peace		Date
Signature of Notary Public/Justice of the Peace		

**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](http://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](mailto:notaries@sos.ri.gov)