



Instructions for Filing

Notary Public/Justice of the Peace Change of Name 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 your 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 full name (full middle name or middle initial is optional) or first initial, full middle and last name on the form. Neither initials alone nor nicknames will be accepted on the application or as part of the signature required on a notarial act.
4. List the date your current commission expires. The expiration date can be found by looking up your name in the Notary Database.
5. Check the box to indicate the reason this name change form is being filed.
6. Sign the application using the signature you will affix to documents as a Rhode Island Notary Public. Type or Print your name. An applicant may include in their name suffixes such as Junior, Senior, II, III, IV or any abbreviation of these designations. An applicant may not include prefixes or titles such as "Doctor," "Reverend" or "Esquire" or any abbreviations thereof.
7. List your address. If reporting a change of address, please check the box to indicate a change of address.
8. Sign the application before a commissioned Notary Public.

How to pay the filing fee:

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

How to confirm your filing:

You will be issued a Notary/Justice of the Peace Commission in your new name. Expect to receive your new Commission in the mail in approximately one week. Your commission expiration date will remain the same. A renewal notice will be mailed to you at the address listed, so please contact this office if you change your address.

How to maintain your commission:

Visit our website at www.sos.ri.gov/divisions-notary-public for information on keeping your commission current.



FOR
SECRETARY OF STATE
USE ONLY

Notary Public/Justice of the Peace Change of Name Form

By remitting this form in accordance with the provisions of RIGL [42-30](#), the undersigned Rhode Island Notary Public/Justice of the Peace is attesting that the information contained in this form is true and accurate and that he/she continues to meet the requirements of the Rhode Island Office of Notary Public.

→ No Filing Fee

NOTARY INFORMATION		
1. Commission ID Number	2. Name of Notary/JP (First, Middle, Last - as it appears on current commission)	
3. New Name of Notary Public/JP (First, Middle, Last)		Date Commission Expires
Name Change Due to (check one box): Marriage Divorce Petition to Change Name		
<i>I certify that this is my signature and it is the signature I will use when signing documents as a Rhode Island Notary Public.</i>		
Signature of Applicant		
Type or Print Name of Applicant		Date
4. Address of Notary Public Is this a change of Address? (If so, please check box)		
Address		City/Town
State	Zip Code	Daytime Telephone Number
Applicant: <i>I declare and affirm that I have examined this Notary Public/Justice of the Peace Change of Name Form and all statements contained herein are true and correct.</i>		
Type or Print Name of Applicant		Date
Signature of Applicant		
Notary		
State	County	
Subscribed and sworn to before me this day of , 20 .		
Signature of Notary Public		
Commission ID	Commission Expiration Date	

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

FOR
SECRETARY OF STATE
USE ONLY

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