



!
This legal document
should be typed.
All illegible
documents
will be REJECTED.

Instructions for Filing

Justice of the Peace Information Update Form

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

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 Public and Justice of the Peace Lookup](#).
2. List your name as it appears on your current commission.
3. List any new contact information that is changing from the information currently on file.
4. List any new employment information that is changing from the information currently on file.
5. Select the reason for updating your name (check one box only). List your new full first and last name.
6. List and describe other information you are updating.
7. Print your name. Sign the application using the signature you will affix to documents as a Rhode Island Justice of the Peace.

If a name change is made you **MUST** sign the application before a commissioned RI Notary Public or Justice of the Peace.

How to pay the filing fee:

There is no fee to record a Justice of the Peace update form.

How to confirm your filing:

If you updated your name, you will be issued a new Justice of the Peace Commission. 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](#) for information on keeping your commission active and up to date.



SECRETARY OF STATE
USE ONLY

Justice of the Peace Information Update Form

By remitting this application in accordance with the provisions of RIGL 42-30, the undersigned applicant is attesting under penalty of false statement that they are at least eighteen years of age; can speak, read and write the English language and have gained sufficient knowledge of the powers and duties pertaining to the Rhode Island Office of Justice of the Peace.

JUSTICE OF THE PEACE INFORMATION

1. Commission ID Number:	
2. Name of Justice of the Peace <i>(First, Middle, Last - as it appears on current commission):</i>	
3. Contact Information: <i>Complete the applicable section below to indicate the item(s) to be changed.</i>	
New Telephone Number:	
New Residential Address:	
New City/Town:	New Zip:
New Email Address:	
4. Employment Information:	
New Name of Employer/Business:	
Business Address:	City/Town:
State:	Zip Code:

SECRETARY OF STATE USE ONLY

MAIL TO:
Division of Business Services
Notary Public Section

148 W. River Street, Providence, Rhode Island 02904-2615
Phone: (401) 222-3040

5. Change of Legal Name (this form must be notarized if you are changing your name):		
New Name Change Due to (<i>check one box</i>):		
Marriage	Divorce	Other
New Name of Justice of the Peace (<i>First, Middle, Last</i>):		
6. Other:		
7. CERTIFICATION:		
<i>I declare and affirm that I have examined this Justice of the Peace Information Update Form and all statements contained herein are true and correct.</i>		
Type or Print Name of Justice of the Peace:	Date:	
Signature of Justice of the Peace:		
Notary: <i>To be completed by a duly commissioned RI notary public or RI Justice of the Peace.</i>		
This section is to be completed only if the applicant has changed their name.		
State:	County:	
On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____, and proved to me through satisfactory evidence of identification to be the person whose name is signed on the preceding or attached document, and acknowledged that they signed it voluntarily for its stated purpose.		
Type or Print Commission ID number:		
Type or Print Commission Expiration Date:		
Signature of Notary Public / Justice of the Peace:		