



**State of Rhode Island  
Department of State - Business Services Division/Notary**

## Instructions for Filing

### Application for/Renewal of Appointment to Office of Justice of the Peace

[Section 42-30-5](#) 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:

The Rhode Island Office of Justice of the Peace is available to Rhode Island residents, non-residents who conduct business on a regular basis within the State of Rhode Island, and Attorneys and Certified Public Accountants in good standing.

All applicants are required to know the powers and duties of the Rhode Island Office of Justice of the Peace. Educational materials are available at [www.sos.ri.gov/divisions/NotaryPublic](http://www.sos.ri.gov/divisions/NotaryPublic). Please review [RIGL 42-30](#); [Executive Order 09-08](#); [Standards of Conduct](#) and all accompanying rules and regulations prior to remitting your application.

The power to perform a marriage ceremony is NOT granted to Justices of the Peace by Rhode Island law.

#### Application Information

1. Check the box for a new or renewal, if a renewal list commission ID number. The ID number can be found by looking up your name in the [Notary Public and Justice of the Peace Status Lookup](#).
2. List your full legal name.
3. List your current residential address.
4. List your current phone number.
5. List your current e-mail address.
6. Check one box only:
  - If applying as a non-resident you must provide your occupation, name of employer and business address in the State of Rhode Island.
  - If applying as an Attorney, you must provide your Bar Number and a copy of your most recent membership card to the RI Bar Association. Do not provide a copy of your Judicial Identification Card.
  - If applying as a Certified Public Accountant, you must provide a copy of your most recent membership card issued by the RI Board of Accountancy.
7. Sign the application using the signature you will affix to documents as a Rhode Island Justice of the Peace.

#### Oath of Office

All applicants must appear before a Rhode Island Notary Public or Justice of the Peace to complete the Oath of Office. The Notary or Justice of the Peace will administer your Oath of Office.

1. The applicant completes the "Applicant" section of the certificate.
2. The Notary Public or Justice of the Peace administering the oath completes the "Notary" or "Justice of the Peace" section of the certificate.

#### How to pay the filing fee:

The filing fee for a four year commission is \$80, payable either in person via cash, credit card, or check at the Business Services Division, or by mail to the Business Services Division via check made payable to the R.I. Department of State.

#### How to confirm your filing:

You will receive your Justice of the Peace Commission in the mail in approximately three weeks. Your term will expire four years from the date of commission. 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.



FOR  
 SECRETARY OF STATE  
 USE ONLY

# Application for/Renewal of Appointment to Office of Justice of the Peace

→ Filing Fee: \$80.00 (Four year commission)

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.

I. APPLICANT INFORMATION			
1. <input type="checkbox"/> New <input type="checkbox"/> Renewing		Commission ID#: (renewals only)	
2. Name (First, Middle, Last)			
3. Residential Address			
City/Town		State	Zip Code
4. Phone Number		5. Email Address	
6. If applicable, check one box only: <b>I AM NOT A RHODE ISLAND RESIDENT</b> , but conduct business on a regular basis within Rhode Island.			
Name of Employer:		Occupation:	
Address:	City/Town:	State:	Zip:
I am an Attorney, in good standing, applying as a member of the Rhode Island Bar. I have enclosed a copy of my most recent RI Bar Association membership card. (RI Bar #: _____)			
I am a Certified Public Accountant (CPA), in good standing, applying as a certified Rhode Island licensee. I have enclosed a copy of my most recent membership card. (CPA #: _____)			

FOR  
 SECRETARY OF STATE  
 USE ONLY



**State of Rhode Island  
Department of State - Business Services Division/Notary**

**Application for/Renewal of Appointment to Office of Justice of the Peace**

III. OATH OF OFFICE	
<i>Applicant MUST take the Oath of Office before a Rhode Island Notary or Rhode Island Justice of the Peace</i>	
Applicant	
I, _____, certify this is my signature and it is the signature I will use when signing documents as a Rhode Island Justice of the Peace. I do solemnly swear (or: affirm) that I will support, protect and defend the constitution of the United States, and the constitution and laws of the State of Rhode Island, and I will discharge the duties of my office of Justice of the Peace for the State of Rhode Island with fidelity so help me God. [or: this affirmation I make and give under the penalty of perjury.]	
Type or Print Name of Applicant	Date
Signature of Applicant	
Notary/Justice of the Peace	
State	County
On this _____ day of _____, 20____, before me personally appeared _____ (name of applicant) being personally known to me or proved through satisfactory evidence of identification to be the person who signed the preceding or attached document in my presence, and to whom I administered the Justice of the Peace Oath of Office.	
Type or Print Name of Notary Public/Justice of the Peace	Date
Signature of Notary Public/Justice of the Peace	