



PROGRAM BULLETIN

Date: January 15, 2025

To: Developers, General Contractors, Architects

From: Anne Berman, Director of Real Estate Development

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Subject: General Contractor Requisition Notary Requirements

Bulletin #: 2025-2

RIHousing is issuing this Program Bulletin to remind partners of the State of Rhode Island’s Notary requirements. Documents requiring a notary signature are not valid unless they comply with the State of Rhode Island requirements. RIHousing cannot accept deficient notary clauses on any of our documentation, including notary clauses missing a notary stamp and documents that are Docusigned or electronically signed by the signer and/or the notary, if not done so in accordance with Rhode Island electronic/remote notary requirements.

Generally speaking, under Rhode Island State law, when a document requires notarization, it must be either (i) manually signed in the physical presence of the notary and manually signed and stamped by the notary or (ii) electronically or remotely signed and notarized **in accordance with State requirements**.

Documents cannot be electronically signed or stamped by a General Contractor’s notary unless the notary is approved by the State as a “remote/electronic notary” and the parties use an “approved solution provider.” Please also note that electronic notarization still requires a “physical appearance” in front of the notary. If you are interested in electronic/remote notarization, please review the State requirements which can be found at the following link: <https://www.sos.ri.gov/Divisions/NotaryPublic/RemoteNotary>.