



## Rhode Island Town Recording Information (Updated June 23, 2020)

Town	Address/Contact Information	Date of Update	Update Note	Online Search Capability (Y/N)	E-Filing Capability (Y/N/NA)
Barrington	283 County Road Barrington, RI / 401-247-1900 (ext. 1)	6/22/2020	Office is closed to the public; to record must make an appointment, utilize their drop-box or mail-in documents	Yes (1952-06/22/2020)	No
Bristol	10 Court Street, Bristol, RI / 401-253-7000 (ext 2)	6/22/2020	Now open to the public; to access the vault you need to make an appointment	Yes (1989-06/22/2020)	No
Burrillville	105 Harrisville Main Street, Harrisville, RI / 401-568-4300 (ext. 2)	6/22/2020	Office is not open to the public until at least July 7th; encouraging mail-in, appointments (Tuesday and Wednesday only) are being made for closings only, must call and make an appointment and they will coordinate the hand-off of the documents at the town hall front door.	Yes (1976-06/22/2020)	No
Central Falls	580 Broad Street, Central Falls, RI / 401-727-7400 (ext 1 ,6,3)	6/22/2020	Town hall is still closed to the public; taking appointments for recordings; mail-in option is available	Yes (1988-06/22/2020)	No
Charlestown	4540 South County Trail, Charlestown, RI / 401-364-1200	6/22/2020	No restrictions; encouraging mail-in.	Yes (1700-06/22/2020)	No
Coventry	1670 Flat River Road, Coventry, RI / 401-822-9173	6/22/2020	Office is closed to the public; if you wish to record, you may bring documents to their office and call when in the lobby, they will retrieve documents, record, and return them to you; they have also implemented a drop-box and are encouraging people to mail-in their documents.	Yes (1976-06/22/2020)	No
Cranston	869 Park Avenue, Cranston, RI / 401-461-1000 (ext. 4, 1)	6/22/2020	Town Hall offices are closed to the public; accepting via drop-off for recordings or mail-in; no vault access to public	Yes (1986-06/22/2020)	No
Cumberland	45 Broad Street, First Floor, Cumberland, RI / 401-728-2400 (ext. 2, 2,1)	6/22/2020	Office is open to the public but only between 9:30-12 and 1:30-2:30, but limited to two people at a time; drop-box and mail-in options are still available	Yes (1995- 06/22/2020)	No
East Greenwich	125 Main Street, 2nd Floor, Greenwich, RI / 401-886-8603	6/9/2020	Open for appointment only for title searches/vault access; have implemented a drop-box and are accepting recordings via mail-in; for documents that need to be recorded immediately, they are asking that you call the town clerk office to coordinate an exchange of the documents	Yes (1960-06/08/2020)	No
East Providence	145 Taunton Avenue, East Providence, RI / 401-435-7500 (ext. 1, 8, 2)	6/22/2020	Office is closed to the public; drop box, e-file, or mail-in options.	Yes (1950s-06/22/2020)	Yes
Exeter	675 Ten Road Road Exeter, RI / 401-294-3891	6/22/2020	Office is closed to public; drop-box option and mail-in (Fed-Ex or UPS is OK) options are encouraged	Yes - (1988-06/22/2020)	No
Foster	181 Howard Hill Road, Foster, RI / 401-392-9200 (ext. 1)	6/22/2020	Office is closed to public; must make an appointment; only open 9-4 Monday thru Thursday for access to the vault; vault access limited to one person; for recordings they have a dropbox, leave and they will mail back; allowing for people to meet at the door to retrieve and record document, must call when at the door; mail-in option is also available	No	No
Gloucester	1145 Putnam Pike, Chepachet, RI / 401-568-6206 (ext. 0)	6/22/2020	Office access is by appointment only; recordings can be mailed-in or the drop-box can be utilized	Yes - (1965-06/22/2020)	No
Hopkinton	1 Townhouse Road, Hopkinton, RI / 401-377-7777 (ext. 1)	6/22/2020	Closed to public; allowing for appointments for two people at a time; encouraging mail-in, unless emergency situation, can meet at door and record documents and handback, however, you must call before going to the town hall; have implemented a drop-box	No	No
Jamestown	93 Narragansett Avenue, Jamestown, RI / 401-423-7200	6/22/2020	Office is closed to the public; there is a dropbox available, mail-in option, and a window service option. If you elect to use the window service option it must be done by appointment, the town clerk advised that you must call them first and the person will be subject to answer a set of questions before being allowed to use the window service and must wear protective layering.	Yes - (1900-06/22/2020)	No
Johnston	1385 Hartford Avenue, Johnston, RI / 401-351-6618 (ext. 4)	6/22/2020	Office is open to the public, you just need to enter with a mask and stay six feet apart from people; encouraging mail-in	Yes - (1876-06/22/2020)	No
Lincoln	100 Old River Road, Lincoln, RI / 401-333-8453	6/22/2020	Office is open to the public; drop-box and mail-in options are still available; if you need vault access you need to make an appointment.	Yes - (1991-06/22/2020)	N/A
Little Compton	40 Commons, Little Compton, RI / 401-635-4400	6/9/2020	Closed to the public; has a drop box set up at town hall for small envelopes for recordings; if the recording is in a large package, they are asking that the documents be left in the drop box located at 60 Simmons Road, Little Compton, RI which is at the town's Public Safety Complex; additionally, mail-in option is available as well; starting 4/13 allowing for people to call outside the building to coordinate exchange of documents at the door to be recorded; starting 5/4, allowing for people to make appointments to record docs	Yes - (1800-06/08/2020)	No

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Middletown	350 East Main Road, Middletown RI / 401-847-0009	6/22/2020	Closed to the public; allowing for drop-box, mail-in, or you can call when you are at the front door to coordinate exchange for documents to be recorded.	Yes - (1702-06/22/2020)	No
Narragansett	25 5th Street, Narragansett, RI / 401-782-0624	6/22/2020	Closed to the public; drop-box or mail-in options only; emergency situation for a recording, you must call and coordinate with the clerk's office for a hand-off at the door before going to town hall	Yes - (1985-06/22/2020)	No
Newport	43 Broadway, Newport, RI / 401-845-5334	6/22/2020	Office closed to public; drop-box has been set up to the right side of the entrance of city hall, if you want same day recording must be in box by 2:00 pm, once docs placed in drop-box call the town clerk to let them know; mail in option is best	Yes - (1800-06/22/2020)	No
New Shoreham	16 Old Town Road, New Shoreham, RI / 401-466-3200	6/22/2020	Office closed to the public; mail-in is the only option	Yes - (1973-06/22/2020)	No
North Kingstown	80 Boston Neck Road, North Kingstown, RI / 401-268-1552	6/22/2020	Closed to the public; have drop-box, call when in parking lot and they can meet at the door if needed or mail-in best options; if you provide a telephone number or email, the clerk will inform you when the document has been recorded and can schedule a pick-up of the document or they will mail the document back; as of 5/4 advised that documents can be recorded online using Simplifile or CSC	Yes - (1890-06/22/2020)	Yes
North Providence	200 Smith Street, North Providence, RI / 401-232-0900 (ext. 5)	6/22/2020	No restrictions	Yes - (1984-06/22/2020)	No
North Smithfield	575 Smithfield Road, North Smithfield, RI / 401-767-2200 (ext. 1, 4)	6/22/2020	Office is closed to the public; new address 83 Green Street, North Smithfield, RI; call when you are in the parking lot to coordinate an exchange at the door; mail-in option is available as well.	Yes - (1976-06/22/2020)	No
Pawtucket	137 Roosevelt Avenue, Pawtucket, RI / 401-728-0500 (ext. 225)	6/22/2020	Open by appointment only; encouraging mail-in option, e-recording, or drop-box option	Yes - (1970-06/22/2020)	Yes
Portsmouth	2200 East Main Road, Portsmouth, RI / 401-683-2101	6/22/2020	Office is closed to the public; appointment only for emergency recording situations only for sales, refinances must be mailed-in or drop-box; encouraging mail-in option or drop-box options	Yes - (1834-06/22/2020)	No
Providence	25 Dorrance Street, Providence, RI / 401-680-5248	6/22/2020	Office is closed to the public; e-recording, drop-box and mail-in are available to record documents.	Yes - (2004-3/11/2020)	Yes
Richmond	5 Richmond Townhouse Road, Wyoming, RI / 401-539-2285 (ext. 9)	6/22/2020	Closed to the public; drop-box, mail-in option, and e-recording available	Yes - (3/2001-06/22/2020)	Yes
Scituate	195 Danielson Pike, North Scituate, RI / 401-647-2822 (ext. 1)	6/22/2020	Closed to the public; prefer mail or drop-box option	Yes - (1957 - 06/22/2020)	No
Smithfield	64 Farnum Pike, Smithfield, RI / 401-233-1000 (ext. 4, 5)	6/22/2020	Closed to the public; mail-in, e-recording or drop-box available	Yes - (1800-06/22/2020)	Yes
South Kingston	180 High Street, Wakefield, RI / 401-789-9331 (ext. 7,1, 3)	6/22/2020	Office closed to the public; drop-box has been implemented, can call when docs placed into drop-box and they will retrieve/record, however you cannot wait, the docs will be mailed back; mail-in option available; now taking appointments if you need access to land evidence records that are not found online.	Yes - (1950-06/22/2020)	No
Tiverton	343 Highland Road, Tiverton, RI / 401-625-6703	6/22/2020	Closed to the public; appointment, mail-in, or drop-box available	Yes - (1935-06/22/2020)	No
Warren	514 Main Street, Warren, RI / 401-245-7340 (ext. 4)	6/22/2020	Office is closed to the public; e-filing, drop-box, or mail-in options are available.	Yes - (1950-06/22/2020)	Yes
Warwick	3275 Post Road, Warwick, RI / 401-738-2006 (ext. 3)	6/22/2020	Office closed to the public; accepting drop-box or mail-in; if need to access vault, you must call and make an appointment	Yes - (1968-05/08/2020)	No
West Greenwich	280 Victory Highway, West Greenwich, RI / 401-392-3800 (ext. 3)	6/22/2020	Office is open to the public to go into the office to record; however, if you wish to access the vault, you must make an appointment.	Yes - (1886-06/22/2020)	No
West Warwick	1170 Main Street, West Warwick, RI / 02893 / 401-822-9201	6/22/2020	Closed to the public; if the documents to be recorded are for a purchase transaction, you have to call when you are at the town hall and they will coordinate an exchange of the documents to be recorded at that time; also have drop-box and mail-in available.	Yes - (1930-06/22/2020)	No
Westerly	45 Broad Street, Westerly, RI / 401-348-2507	6/22/2020	Office is open to the public; e-recording, drop-box, or mail-in options are also available	Yes - (1865-06/22/2020)	Yes
Woonsocket	169 Main Street, Woonsocket, RI / 401-767-9249	6/22/2020	Closed to the public; mail-in option and drop-box, staff will be in periodically to record	Yes - (1991-06/22/2020)	No