

Steps to become a New or Renewal Notary in Missouri.

Step 1

Read and review all nine (9) step by step instructions to become or renew as a Missouri Notary Public.

Please be sure to read and review all nine (9) steps thoroughly. This will avoid any delays in the commissioning process.

- [Click here](#) to print a PDF version of the step by step directions for your future reference.

Step 2

Review the Missouri Notary Handbook to assist you when taking the mandatory notary training course for new or renewal notaries.

- [Continue here](#) to read more on the Missouri Notary Handbook.

Once reviewed proceed to step 3.

Step 3

Complete the mandatory notary training course for new or renewal notaries.

New or renewal notaries must complete a **free of charge** mandatory notary training course provided by the Missouri Secretary of State's Office. The mandatory notary training course is available in two formats below:

- Format A: [Continue here](#) to download and complete the written notary training course.
- Format B: [Continue here](#) for the online notary training course. Important Note: When the online notary training course is completed you must print your certificate number. No actual certificate will print just a certificate number. You will need a copy of this certificate number to send directly to us.

Once complete proceed to step 4.

Step 4

Complete the Missouri resident or non-resident notary public application.

Download and complete your appropriate notary public application listed below. All of the fields on the application must be complete. Please be sure to review the application for accuracy.

- [Continue here](#) to download and complete the *resident* notary public application.
- [Continue here](#) to download and complete the *non-resident* notary public application.

Once complete proceed to step 5.

Step 5

Complete your new or renewal notary bond package order form.

- [Continue here](#) to download and complete your new or renewal notary bond package order form.

Once complete proceed to step 6.

Step 6

Once you have the new or renewal notary bond package order form correct and complete you must fax, email or mail your notary forms directly to us.

- Format A: Written notary training course - Attach a copy of the completed course to the notary public application OR
- Format B: Online notary training course - Attach a copy of the certificate number to the notary public application
- Signed and completed notary public application
- Completed new or renewal notary bond package order form
- Form of payment via check, money order, Visa, MasterCard, American Express or Discover

Important: The Missouri Secretary of State (Director of Revenue fee) of \$25.00 is already included in the notary package price. Do not include payment for that fee. We will pay for and submit that fee directly to the Missouri Secretary of State - Director of Revenue's office for you. Thank you.

Fax: (800) 637-5992

Email: info@notarybonding.com

Mail:

Missouri Notary Service and Bonding Co.
P.O. Box 1844
Jefferson City, MO 65102

Once we receive your forms and payment we will review all of your forms for accuracy. If all the information is correct and complete we will then federal express the necessary forms directly to the Secretary of State's Office for processing. When the Secretary of State's Office receives your notary forms they will review it, approve it and email us your new commission appointment. The Secretary of State will then mail you a letter with your new commission appointment information which you must send directly to us.

Proceed to step 7.

Step 7

You must provide us a copy of your commission appointment letter that you received from the Office of the Secretary of State in order for us to process your notary bond and official stamp seal. Please do not delay!

- [Click here](#) to download and view a sample of the commission appointment letter.

Fax: (800) 637-5992

Email: info@notarybonding.com

Mail:

Missouri Notary Service and Bonding Co.
P.O. Box 1844
Jefferson City, MO 65102

Once we receive a copy of your commission appointment letter we will process your notary bond and official stamp seal. We will mail you your new notary public bond, supplies and official stamp seal.

You will have 90 days from the date on the commission appointment letter to qualify at your County Clerk's Office to file your notary public bond and your notary stamp will arrive at a later date due to the fact it needs to be manufactured.

Proceed to step 8.

Step 8

File your notary public bond and be sworn in by the County Clerk's office.

Once you receive your notary public bond from our office you will be required to file your notary bond and be sworn in by the County Clerk's Office. You will have 90 days to file your notary public bond at the County Clerk's Office from the date of the commission appointment from the Secretary of State. You must appear in person and present your \$10,000 notary bond to insure your four-year term as a notary public.

The clerk or deputy will administer the oath of office, after which you must submit a hand-written specimen of your official signature on the oath of office. This signature must match the exact name typed on your commission certificate. The clerk will staple the bond to the oath of office and official signature filing and mail them to the Secretary of State's Office. The clerk or deputy will then present you with your commission certificate.

Proceed to step 9.

Step 9

You are now authorized to begin your notarial duties.

Once you receive your completed commission certificate you will be authorized to begin your notarial duties. Keep your commission certificate for your records.



Missouri Notary Bond Rider:

Please be advised that a \$15.00 charge will apply for a name change or address change with a new county. Click the link below to complete the necessary Missouri notary bond rider order form.

- [Continue here](#) to download and complete the Missouri notary bond rider order form.