

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/MO/Become

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)

❑ Step 1

Ensure that I am eligible to become a Notary and am in compliance with state requirements:

- **18 years or older**
- **Reside in the county of application.**
- **Nonresident OK if employed in MO, use Notary seal only in the course of employment, have a county work address and authorize MO Secretary of State to accept services on their behalf**
- **Read and write English**

❑ Step 2

Purchase my state-required Notary Public surety bond and supplies. Go to www.NationalNotary.org/MO/Become or call 1-800-876-6827. The NNA will immediately ship the supplies that are not dependent upon the commission (e.g., journal, law primer, etc., as requested).

❑ Step 3

Read the Missouri Notary Public handbook.

❑ Step 4

Take the online training course and exam: <https://s1.sos.mo.gov/Business/Notary/newNotary>

❑ Step 5

Complete online Notary application: <https://s1.sos.mo.gov/Business/Notary/newNotary> and submit your proof of training, and fee.

❑ Step 6

Once my application has been processed, the state will send my appointment letter to me.

❑ Step 7

I will scan and email a copy of my appointment letter to Releasing@NationalNotary.org or fax to 1-800-833-1211 (include my NNA customer ID number) to receive my bond via email within 3 business days

❑ Step 8

Go to the county clerk's office to file my bond and take my oath of office within 60 days from the date listed on my appointment letter and receive my commission certificate.

❑ Step 9

Within 7 days from the date of the oath, I have mailed my bond and Oath of Office to the Secretary of State to:

Notaries & Commissions Unit
James C. Kirkpatrick State Information Center
600 West Main, Room 322
Jefferson City, MO 65101

❑ Step 10

Email a copy of my commission certificate to Releasing@NationalNotary.org or fax it to 1-800-833-1211. Once we verify your commission status with the Secretary of State we will make and ship your stamp within 3 business days.