Questions? Contact our Customer Care Professionals:
Email: Services@NationalNotary.org  |  Website: www.NationalNotary.org/MO/Renew
Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)

☑️ Step 1
Ensure that I am eligible to renew as a Notary and are in compliance with state requirements:
- 18 years or older
- Reside in 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 the state-required surety bond and supplies. Go to NationalNotary.org/MO/Renew 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 Public handbook.

☑️ Step 4
Take the training course and assessment at https://s1.sos.mo.gov/Business/Notary/reappointments.

☑️ Step 5
Complete the application: https://s1.sos.mo.gov/Business/Notary/reappointments 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
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.

☑️ 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
Make sure that my bond and Oath of Office has been sent to the Secretary of State’s office. Once processed, my commission will appear on the SOS website.“

☑️ Step 10
Once your commission has updated in the SOS Website, email a copy of my commission certificate to Releasing@NationalNotary.org or fax it to 1-800-833-1211. We will make and ship your stamp within 3 business days.