



# Missouri Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/MO/Renew](http://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](http://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](mailto: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](http://SOS Website), email a copy of my commission certificate to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or fax it to 1-800-833-1211. We will make and ship your stamp within 3 business days