

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 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
- No felony convictions

Step 2

Purchase my state-required Notary Public surety bond and supplies. Go to www.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

I have read the Missouri Notary Public handbook.

Step 4

I have taken the training course and assessment at <https://s1.sos.mo.gov/Business/Notary/reappointments>

Step 5

Complete Notary 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

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

I will 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 have been sent to the Secretary of State's office. Once processed, my commission will appear on the SOS website.

Step 10

Once my commission has updated on the [SOS Website](#), email a copy of my commission certificate to Releasing@NationalNotary.org or fax it to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.