

## 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**
- **Registered voter in county of application or permanent resident alien; 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, write English: no commission revocation in previous 10 years**

### ❑ Step 2

Purchase my 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

Take my online training course: <https://s1.sos.mo.gov/Business/Notary/reappointments>

### ❑ Step 4

Complete my online application: <https://s1.sos.mo.gov/Business/Notary/reappointments>

### ❑ Step 5

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

### ❑ Step 6

I will scan and email a copy of my commission 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 (I have 90 days from date of commission letter to file my bond), receive my commission certificate.

### ❑ Step 9

I will scan and email a copy of my commission certificate to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or fax it to 1-800-833-1211 (include my NNA customer ID number). Once my documents have been received, my stamp will be shipped within 3 business days.