Missouri Notary Commission Process
Step-by-Step Instructions to Renew My Notary Commission

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.

- **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.