

Procedures for Executing New Notary Appointment Documents



State of Missouri
Robin Carnahan, Secretary of State

Application for Commission as a New Notary Public (Application fee \$25)

Print or Type

- Name Your name (exactly as you intend to use in signing documents as a Notary) Date of Birth (MM/DD/YYYY) _____
(This name must appear as it is signed in #12)
- Home Address Your Address
City _____ State _____ Zip Code _____
County of Residence (St. Louis City Residents please specify City) Your County
- Daytime Phone Number Your Daytime Phone Number
- Employer/Name of Business If unemployed, please enter "N/A" or enter "Self-Employed" if you own your own business.
Street _____
City _____ State _____ Zip Code _____

Check YES or NO for the following questions:

- Are you at least eighteen years of age? YES NO
- Are you a registered voter of the county for which you have applied to be commissioned or a permanent resident alien? (Section 245, Immigration and Nationality Act. Attach a copy of your green card) YES NO
- Do you have a residence address in the county within and for which you have requested to be commissioned? YES NO
- Are you able to read and write the English language? YES NO
- Have you been refused a commission as a notary public or had a commission revoked? (If yes, attach a separate letter indicating reason and date.) YES NO
- Have you been convicted of or pled guilty or nolo contendere to a felony or to any misdemeanor incompatible with the duties of a notary public? (If yes, attach a list of such convictions or pleas of guilty or nolo contendere) YES NO
- Have you read the Missouri Notary Public Handbook and become familiar with the laws and duties of a Notary Public? YES NO
- Have you completed a state-approved notary training? (Attach your certificate of completion.) YES NO

12. NOTARIAL OATH STATE OF MISSOURI

I, the person named above, do swear or affirm, under penalty of perjury, that the answers to all questions on this application are true and complete to the best of my knowledge and that I am qualified to be appointed and commissioned as a Missouri notary public.

Signature of Applicant (This signature must appear as it is typed or written in #1) (Please include your certificate of state-approved notary training.)

X Your Signature

American Association of Notaries
P.O. Box 630601
Houston, TX 77263
1-800-721-2663
www.missourinotary.com

Be sure your signature matches your name in Item #1. For example, if in Item #1 you list your name as J. Quincy Public, you must sign here as *J. Quincy Public*.

...To apply for a Missouri Notary Commission:

Step One

- 1- Read the Missouri notary handbook and complete the state approved notary training course listed on our website. Print and sign your certificate of completion available at the end of the course.
- 2- Complete the Missouri notary application.
(follow the instructions listed on this page)
- 3- Return the application, signed certificate of completion of the Missouri notary training course along with your supplies order form and payment to:
American Association of Notaries, Inc.
P.O. Box 630601
Houston, Texas 77263
- 4- If you have prepaid for your bond and supplies online, please disregard #3. Just return your completed prepaid application and the signed certificate of completion of the Missouri notary-training course.
- 5- All applications will be reviewed for accuracy before being hand-delivered within 24 hrs. To the secretary of state's office.

Step Two

- 1- In 7-10 working days, you will receive a "letter of commission" from the Missouri Secretary of state's office. Fax us a copy of the letter to 1-800-721-2664, or email us your name as listed on the letter, commission number, county name, effective and expiration dates of your commission.
- 2- We will mail you your prepaid bond and supplies within 1-2 days.
- 3- Take the bond to the county courthouse listed on the "commission letter" to complete the swearing process and file your bond. You are not recognized officially as a Missouri notary public until this final step is completed.

IMPORTANT: DO NOT USE YOUR SEAL UNTIL YOU COMPLETE THE SWEARING PROCESS.

Instructions for completing the application:

1- Name- Print or type your name, as you want it to appear on your commission certificate. You are required by law to use your full last name, while initials may be used for first and middle name.

Date of Birth- Please provide your birth date in numerals: month/day/year. This is to confirm that applicants are at least eighteen years of age

2- Residence address- Please provide the address at which you reside. If your mail goes to a post office box, please include a street address after the PO Box number. Also, give the city, state and zip code.

County of Residence- Please indicate the county in which you legally reside and are registered to vote, even if you work in a different county. You are commissioned for the county in which you live, but you are able to notarize anywhere in the state of Missouri. If you reside in St. Louis City, please put St. Louis City in the county blank.

Daytime Phone- You are requested to provide a phone number where The secretary of state's office can reach you between the hours of 8:00 a.m. and 5:00 p.m. should they need to verify information given on the application in order to prevent the delay of returning the form to you for verification.

3- Employer- Your employer's name is requested should the state need to contact you during working hours. If unemployed, please enter "N/A", or enter "Self-Employed" if you own your own business.

4-II- Yes or No. Please read carefully and answer correctly the eight questions listed on this portion of the application.

12- Signature. Complete the form by adding your signature in the same name style you indicated in #1 on the application. The state will only accept original signatures; Photocopied signatures will be rejected.

All applications will be reviewed for accuracy before being hand-delivered to the Secretary of State.

If you have any questions, please call us toll-free at 1-800-721-BOND (2663)

Bonds, errors and omissions insurance policies provided by this insurance agency, American Association of Notaries, Inc., are underwritten by Western Surety Company or Universal Surety of America. American Association of Notaries is owned by Kal Tabbara licensed insurance agent.