OFFICE OF THE SECRETARY OF STATE: BUSINESS SERVICES

STATE DOCUMENTS

Abstract: Published materials of the Missouri Secretary of State’s Office Business Services Division from 1803 to the present.

Extent: 6 Hollinger boxes totaling 2 cubic feet of records

Physical Description: Paper records.

Location: Missouri State Archives

ADMINISTRATIVE INFORMATION

Alternative Formats: a few of these records have been digitized. This finding aid indicates when digital records are available.

Access Restrictions: No special restrictions.

Publication Restrictions: Copyright is in the public domain. Items reproduced for publication should carry the credit line: Courtesy of the Missouri State Archives.

Preferred Citation: [Item description], [date]; Missouri Secretary of State State Documents Collection, Record Group 000.005; Missouri State Archives, Jefferson City.

Acquisition Information: None.

Processing Information: Processing completed by EW on 24 March 2016.

HISTORICAL NOTES

The Business Services Division of the Secretary of State’s Office works to serve businesses in Missouri. The Division maintains business registrations for the state and provides online access to basic information about current and dissolved corporations. It also serves small businesses through the Business Outreach Office, which offers resources and support for startups and small business owners.
Business Services encompasses four general subdivisions of the Secretary of State’s Office: Corporations, Notaries and Commissions, Uniform Commercial Code, and the Safe at Home Program.

The Corporations Unit handles the official paperwork of all entities doing business in Missouri. These business entities include for-profit and nonprofit corporations, specialized business entities such as professional corporations, close corporations, agricultural cooperatives and mutual associations, limited liability companies, limited partnerships and others. The Division maintains creation filings, maintenance filings such as annual reports, major transaction filings, and dissolutions and terminations. Members of the public may order copies of certificates of good standing for businesses and use the Division’s online business search to search for a current or dissolved business and their registered agent(s).

https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0

The Notaries & Commissions Unit appoints and commissions notaries public, and authenticates official acts of the governor. The oaths of office and official signatures of more than 60,000 active Missouri notaries are maintained by the office. The Unit also affixes the Great Seal of the State of Missouri to approximately 35,000 documents a year, including: commissions of state and county elected officials, appointments to boards, proclamations and executive orders, and extraditions and commutations of sentence. Commissions also makes apostilles. An apostille is a specific form of authentication that is prepared pursuant to an international treaty known as “The Hague Convention Abolishing the Requirements of Legalization for Foreign Public Documents.” The convention eliminates the need for authentication above the level of the Secretary of State and is only accepted by countries that have signed the treaty.

The Uniform Commercial Code (UCC) Unit processes personal property lien filings. It is the central filing office for the perfection of personal property liens, which are perfected by filing a UCC-1 Financing Statement showing the name and address of the debtor and the secured party along with a description of the collateral.

Finally, the Safe at Home Program helps survivors of domestic violence, sexual assault, rape or stalking in their efforts to stay safe by providing a designated address to use when creating new public records. These services keep survivors’ confidential addresses out of the hands of their assailants. The program allows participants to use the substitute address on new records created by state and local agencies and the courts. Examples of new records include driver’s licenses, voter registration, school records, library cards, food stamp records, etc.

Timeline

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<td>07/19/1820</td>
<td>The first Constitution of the State of Missouri authorized the creation of the State Seal and the Secretary of State’s Office. Among his duties was keeping records of the official acts of the Governor.</td>
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<td>10/30/1875</td>
<td>Per the 1875 Constitution Article V Section 23, all commissions shall be issued in the name of the state, signed by the governor, sealed with the great seal of the state and attested by the secretary of state.</td>
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<td>10/05/1961</td>
<td>The Hague Convention Abolishing the Requirements of Legalization for Foreign Public Documents was signed.</td>
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<td>07/12/2007</td>
<td>The Safe at Home Program begins with the passage of HB583.</td>
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### Historic Listing of Secretaries of State:

#### Territorial Secretaries:

- 0. Dr. Joseph Brown(e) 1812
- 0. Frederick Bates 1813-1820

#### Missouri Secretaries of State:

1. Joshua Barton 1820–1821
2. William Grymes Pettus 1821–1824
3. Hamilton Rowan Gamble 1824–1826
4. Spencer Darwin Pettis 1826–1828
5. Priestly Haggin McBride 1829–1830
7. Henry Shurlds 1835–1837
8. John Cummins Edwards 1837
10. James Lawrence Minor 1839–1845
11. Faulkland Heard Martin 1845–1849
12. Ephraim Brevard Ewing 1849–1853
13. John M. Richardson 1853–1857
14. Benjamin Franklin Massey 1857–1861
15. Mordecai Oliver 1861–1865
16. Francis A. Rodman 1865–1871
17. Eugene F. Weigel 1871–1875
18. Michael Knowles McGrath 1875–1889
19. Alexander A. Lesueur 1889–1901
20. Sam Baker Cook 1901–1905
23. John Leo Sullivan 1917–1921
25. Dwight H. Brown 1933–1944
27. Wilson Bell 1945–1947
35. Richard Hanson 1994  
37. Matt Blunt 2001–2005  
40. John “Jay” R. Ashcroft 2017–

ADDITIONAL DESCRIPTIVE INFORMATION

Other Finding Aids

In addition to those printed below, there are many finding aids in RG005 associated with the larger Secretary of State’s Office.

Algoa Conditional Commutations  
Civil Officers Correspondence  
Commissions Issued  
Commutation Record Merit System  
Commutation Volumes  
Commutations of Sentence  
Conditional Commutation Papers  
Domestic Extraditions  
Foreign Consuls  
Foreign Extradition Papers  
Notaries Public  
Pardon Volumes  
Petitions for Requisitions  
Public Official Bonds  
Record of Authority Agents, Sheriffs and Marshalls  
Register of Civil Officers  
Register of Civil Proceedings  
Register of Military Officers Commissioned  
Requisitions from Other States  
Requisitions on Other States  
Respites  
Restorations of Citizenship
Revocation of Algoa Conditional Commutations
Revocation of Commutations of Sentence
Revocation of Conditional Commutations
RG 5.02 Governor’s Proclamations
RG 5.03 Oaths of Office
RG 5.04 Executive Orders
RG 5.05 Writs of Election
RG 5.06 Gubernatorial Appointments
RG 5.07 Extradition
RG 5.09 Ordinances
RG 5.10 Deeds and Easements
RG 5.11 Oaths of State Auditor Examiners
RG 5.12 Service Awards
RG 5.13 Historic Preservation Certificates
RG 5.14 Special Census Enumerations
RG 5.15 Interstate Compacts
RG 5.16 Absences of the Governor
RG 5.17 Certificates of Election
RG 5.19 Stays and Warrants of Execution
RG 5.20 Pardons
RG 5.21 Itinerant Vendors’ Licenses
RG 5.29 County Township Boundaries
RG 5.30 City and County Charters
RG 5.34 Remitters of Fines and Bond Forfeitures
Special Messages
Trademarks and Trademark Applications
Warrants of the Governor
Writs to Sheriff

SERIES

The records are broken down into the following series:

Corporations: Charters and Laws
Commissions: Trademarks and Notaries Public
Uniform Commercial Code Manuals
Miscellaneous
MO SOS: BUSINESS SERVICES DIVISION
Corporations: Charters and Laws, 1803-1865 & 1899-2002

Extent: Incomplete

Arrangement: Chronological

Scope and Content

This series contains publications of Missouri corporation laws, printed and distributed under the authority of the Secretary of State. It serves as a guide on filing requirements for various business entities; later versions outline services provided by the Corporations division. A researcher can supplement this series with the full Laws of Missouri published by the Missouri General Assembly. The Laws are available in multiple formats at the Archives including as keyword searchable PDFs (in-house only). The same is true for the Revised Statutes of the State of Missouri.

Container List

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MO SOS: BUSINESS SERVICES DIVISION
Commissions: Trademarks & Notaries Public, 1947-2001

Extent: Incomplete

Arrangement: Chronological

Scope and Content

This series contains various publications distributed by the Commissions Division, which is part of the Business Services Division of the Secretary of State’s office. The major responsibility of the Commissions Division is to authenticate official acts of the governor. The Secretary of State also appoints and commissions notaries public, files official oaths of office, maintains the official signature of each notary, makes apostilles, and more. The Division also registers trademarks and service marks, maintaining a registry of same.

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MO SOS: BUSINESS SERVICES DIVISION

Extent: Incomplete

Arrangement: Chronological

Scope and Content

The Uniform Commercial Code (UCC) Division of Business Services is the central filing office for the perfecting of personal property liens on all business and professional loans. This series contains the UCC Manual, which contains forms and procedures for filings in the Secretary of State’s Office. The booklet is intended to acquaint members of the legal, financial, commercial, and industrial professions with filing procedures and forms that have been adopted and approved by the Secretary of State’s Office.

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MO SOS: BUSINESS SERVICES DIVISION
Miscellaneous Publications

Extent: Incomplete

Arrangement: None

Scope and Content

This very small series contains two pamphlets concerning The Small Business Outreach Project.

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