

Registering as a Notary Public

A step-by-step guide to using the Missouri
Secretary of State's Online Notary Public System



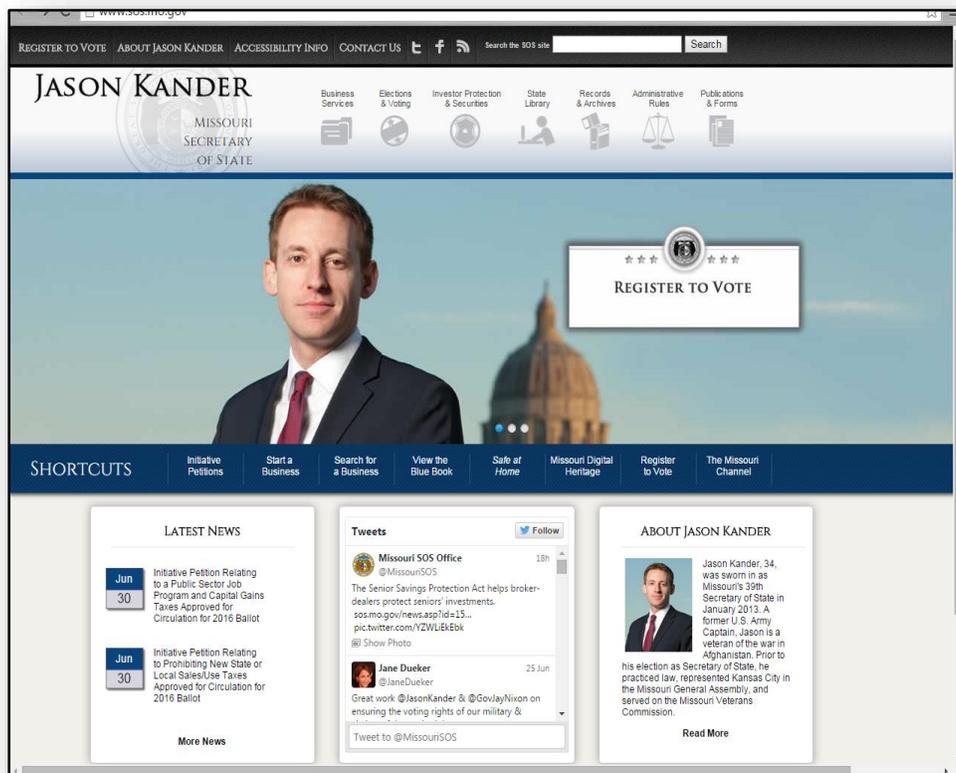
BUSINESS SERVICES
MISSOURI
SECRETARY
OF STATE



This guide is designed to help individuals navigate the Missouri Secretary of State's online notary system to complete an initial notary registration.

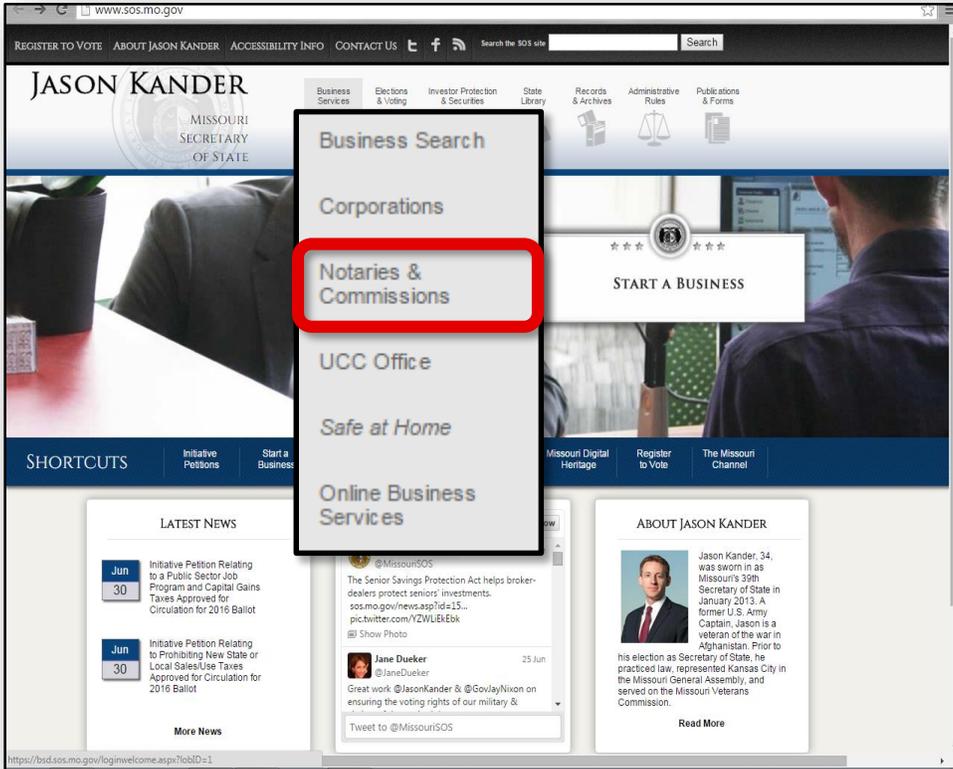
This guide does not offer any legal advice. It is designed only to help an individual navigate the online notary system.

Please give us a call at 1-866-223-6535 or email us at commissions@sos.mo.gov if you have any questions about the notary registration process.



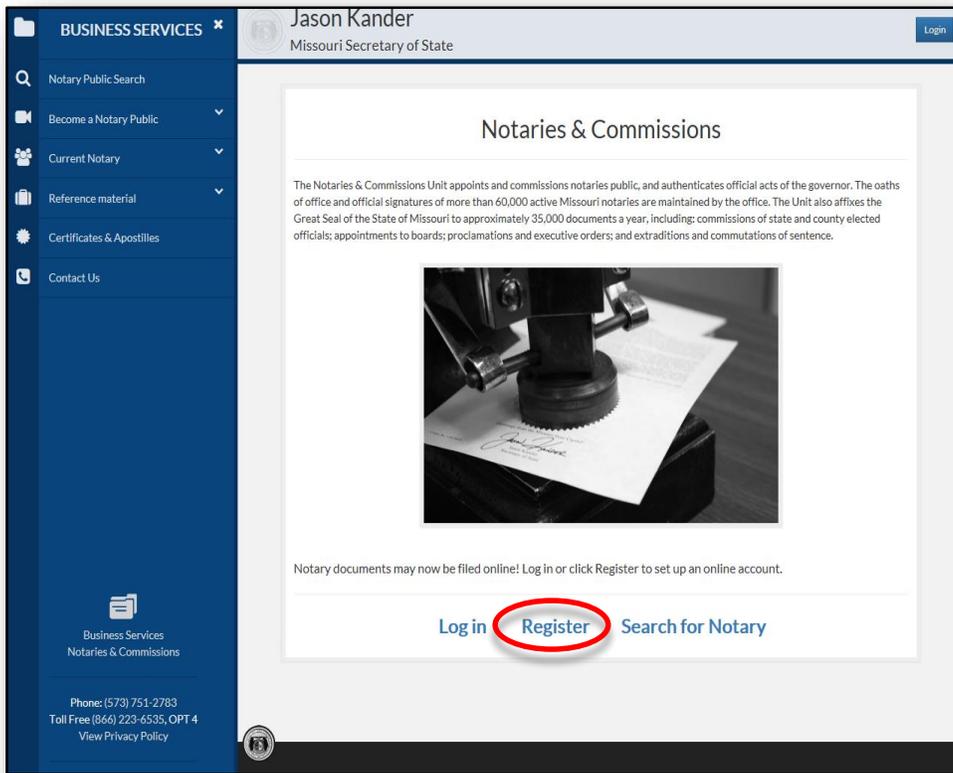
Step 1

Go to <http://www.sos.mo.gov>



Step 2

At the top, under business services, scroll over and from the dropdown menu, select the third option in the menu titled, 'Notaries & Commissions.'



Step 3

Click on "Register."

If you are already registered, click "Log in."

Missouri Secretary of State

Register a new account

***E-mail Address**
Enter your e-mail

***Password**
Enter secure password

Verify Password
Verify password

Commission Number (optional)
Current Notary? Enter Commission Number

Already registered? [Log in](#) **Register**

Password Requirements:
Must be at least 11 characters long
Must contain a lowercase letter
Must contain an uppercase letter
Must contain a number
Must contain a special character

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Step 4

Complete the registration information and click **“Register.”**

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Jason Kander
Missouri Secretary of State

User Account Log out

Thanks for registering

Thank you for registering.
A message has been sent to the email address you provided.
[Click here to continue.](#)

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Step 5

Click the **“click here”** link to continue.

The screenshot shows a web interface with a dark blue sidebar on the left containing navigation links: 'Notary Public Search', 'Become a Notary Public', 'Current Notary', 'Reference material', 'Certificates & Apostilles', and 'Contact Us'. The main content area is titled 'General Qualifications' and lists requirements for Missouri residents and non-residents. At the bottom right, a green button labeled 'Go to Step 2' is circled in red.

Step 6

Prior to beginning the application process, applicants must ensure they meet the general qualifications.

If the applicant meets the general qualifications, click **“Go to Step 2.”**

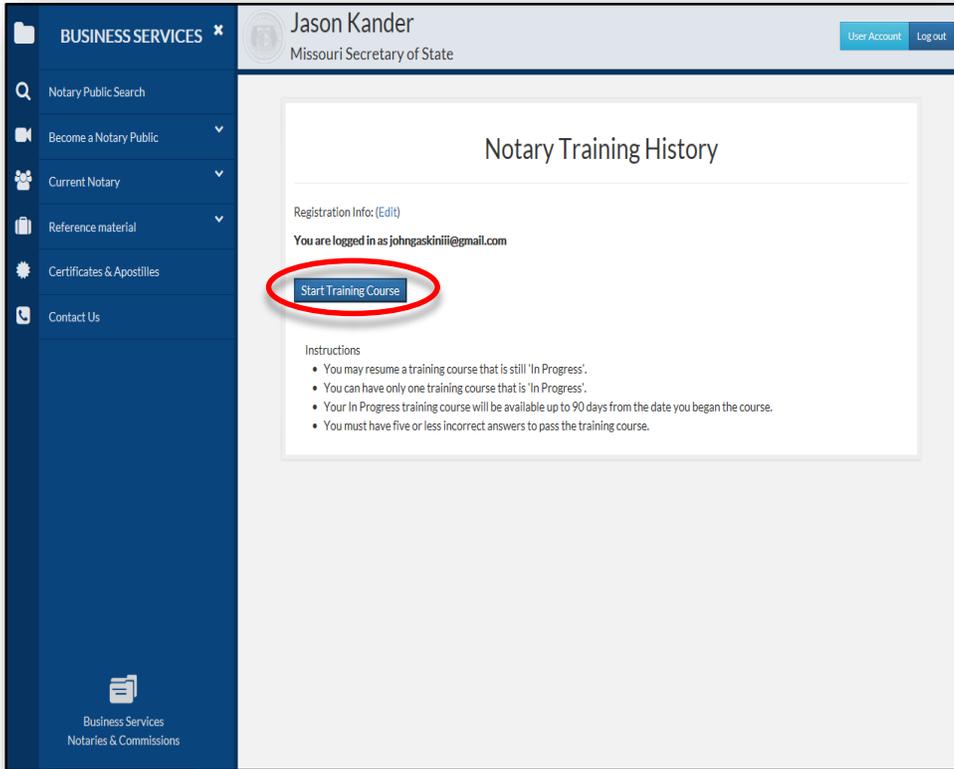
The screenshot shows a user profile for Jason Kander, Missouri Secretary of State, with 'User Account' and 'Log out' links. The main content area is titled 'Missouri Notary Public Handbook' and includes download and view online links. A red arrow points to the 'Download: Missouri Notary Handbook' link. Below the text, there are two buttons: 'Go back to Step 1' and 'Go to Step 3', with the latter circled in red.

Step 7

Review the Missouri Notary Public Handbook. It can be downloaded or viewed online.

This process can be abandoned and resumed at any time

When ready, click **“Go to Step 3”**.

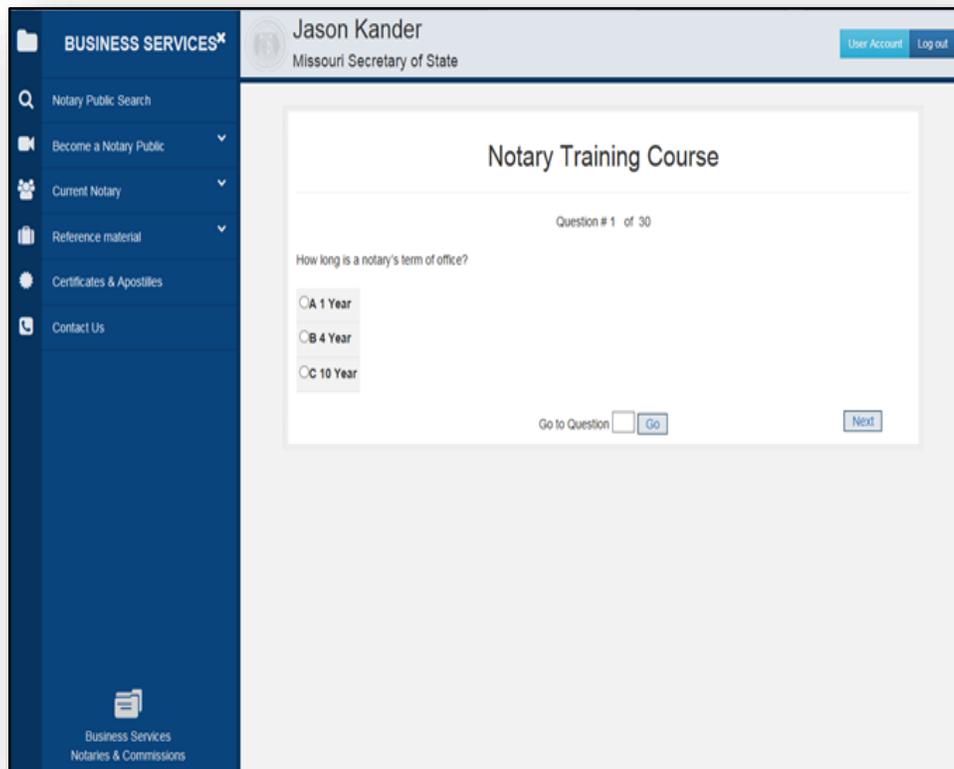


Step 8

Begin the Notary training course by clicking the “**Start Training Course**” button.

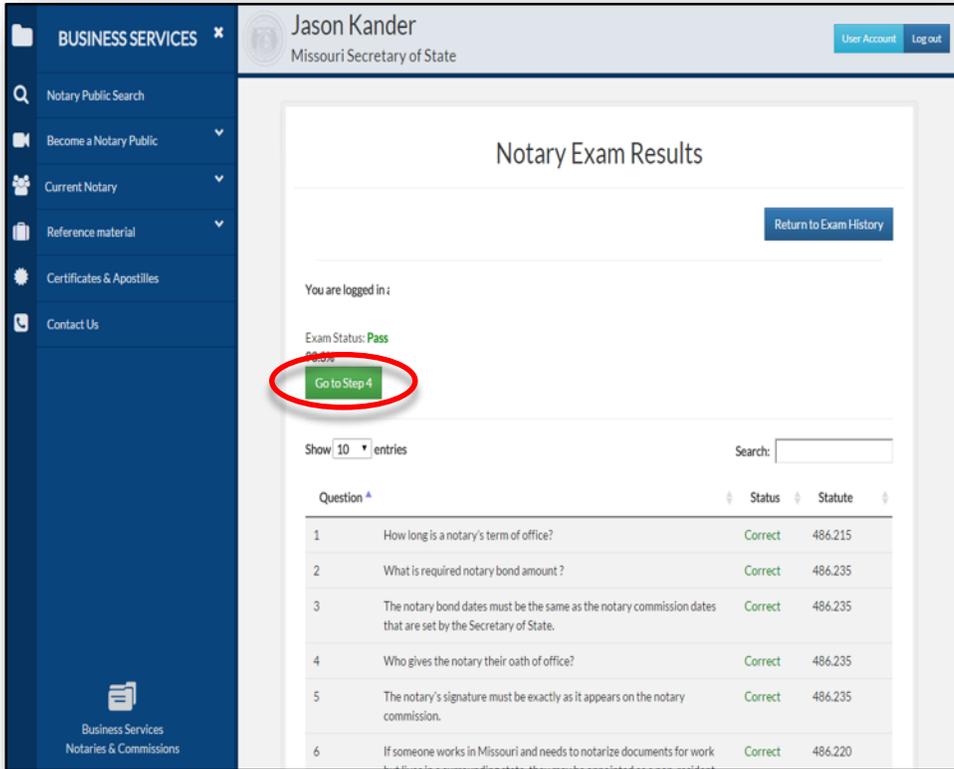
NOTE: The online training course is essentially an exam. All answers can be found in the [Notary Handbook](#). In order to pass you can only have 5 or less incorrect answers.

- You are only allowed to have one training course “in progress” at a time.
- Your “in progress” training course will remain available for up to 90 days from the date that you start.



Step 9

Complete the training course.



The screenshot shows the 'Notary Exam Results' page for Jason Kander, Missouri Secretary of State. The user is logged in. The exam status is 'Pass'. A green button labeled 'Go to Step 4' is circled in red. Below the status, there is a table of exam questions and their results.

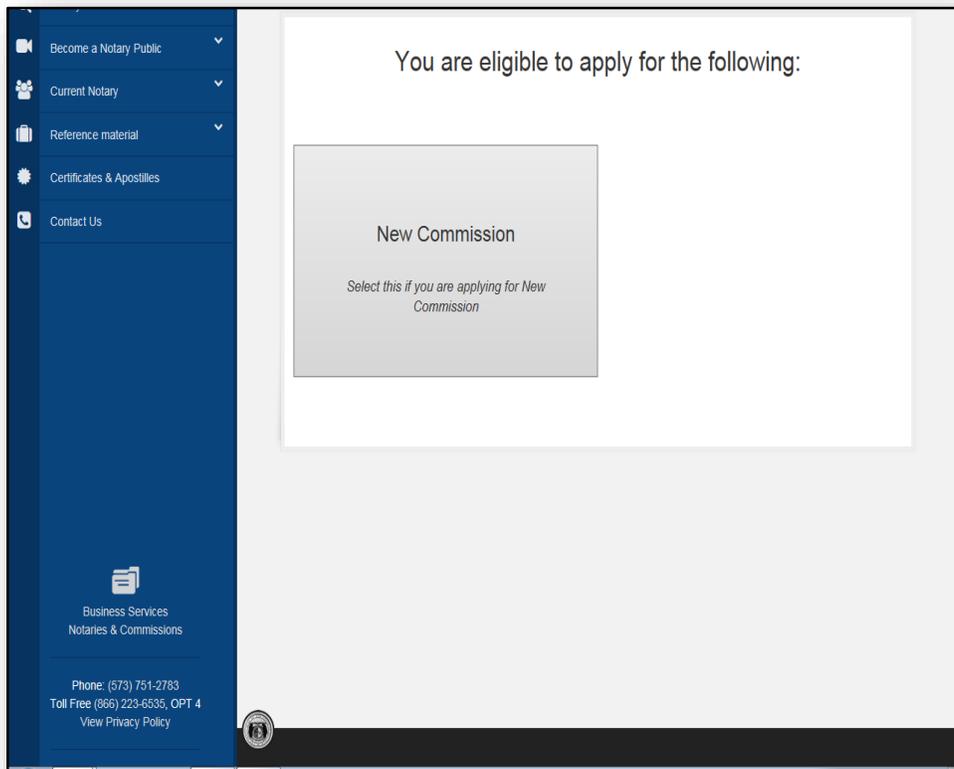
Question	Status	Statute
1 How long is a notary's term of office?	Correct	486.215
2 What is required notary bond amount?	Correct	486.235
3 The notary bond dates must be the same as the notary commission dates that are set by the Secretary of State.	Correct	486.235
4 Who gives the notary their oath of office?	Correct	486.235
5 The notary's signature must be exactly as it appears on the notary commission.	Correct	486.235
6 If someone works in Missouri and needs to notarize documents for work	Correct	486.220

Step 10

Once complete, the results will be shown.

If a passing score was achieved, click **"Go to Step 4"**.

If a passing scores was not achieved, follow the onscreen instructions.



The screenshot shows the 'You are eligible to apply for the following:' page. A button labeled 'New Commission' is visible, with the text 'Select this if you are applying for New Commission' below it.

Step 11

Click on **"New Commission"**.

Step 12

Decide if you are a resident or non-resident applicant.

- A **Resident Applicant** is someone who lives in Missouri.
- A **Non-Resident Applicant** is someone who does not live in Missouri and wishes to perform notarial acts in the Missouri county in which they work.

Click **“Resident Applicant”** or **“Non-Resident Applicant”**.

Step 13

Complete the Application. The information sections for Resident and Non-Resident are slightly different.

NOTE: Double check your information for accuracy before proceeding to the next step.

When complete, click the blue **“Next”** button.

Notary Public Search

- Become a Notary Public
- Current Notary
- Reference material
- Certificates & Apostilles
- Contact Us

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*Have you been refused a commission as a notary public or had a commission revoked? YES NO
(If yes, you must attach a separate letter indicating reason and date on next page.)

*Have you ever been convicted of or pled guilty or nolo contendere to any felony – including SES and SIS? YES NO
(If yes, you must attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere on next page.)

*Have you ever been convicted of or pled guilty or nolo contendere to any misdemeanor incompatible with the duties of a notary public – including SES and SIS? YES NO
(If yes, attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere.)

*Have you read the Missouri Notary Public Handbook and know the laws and duties of a Notary Public? YES NO

*Have you completed a state-approved notary training? YES NO
(You will have to provide your training certificate number or attach a copy of the certificate)

Enter your training certificate number:
(This is the number assigned to you after completing notary training)

Step 14

Answer the qualifying questions.

The questions vary significantly for Resident and Non-Resident Applications.

- **Step 14A** will cover in detail the Resident Application qualifying questions.
- **Step 14B** will cover in detail the Non-Resident Application qualifying questions

If the applicant completed the online training course from **Step 8**, the certificate number will be automatically loaded in this step.

Once the questions are answered, click **“Next”**.

Step 14A: Resident Applicant Qualifying Questions

Applicants will be required to submit additional details depending on the answers to certain questions. Submission of additional documentation will be covered in **Step 15**. Those questions are highlighted below:

Have you been refused a commission as a notary public or had a commission revoked?

If yes, applicant must attach a separate letter indicating the reason and date for the refusal or revocation.

Have you ever been convicted of or pled guilty or nolo contendere to any felony – including SES and SIS?

If yes, applicant must attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere.

Have you ever been convicted of or pled guilty or nolo contendere to any misdemeanor incompatible with the duties of a notary public – including SES and SIS?

If yes, you must attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere.

Have you completed a state-approved notary training?

If the applicant completed Missouri’s online notary training detailed in **Steps 8–10**, that training course will be automatically attached to your application in **Step 14**. If something other than the online training detailed in **Steps 8–10**, the applicant must attach proof of the completion of the training (certificate number or copy of certificate)

Step 14B: Non-Resident Applicant Qualifying Questions

Applicants will be required to submit additional details depending on the answers to certain questions. Submission of additional documentation will be covered in **Step 15**. Those questions are highlighted below:

Are you a permanent resident alien?

If yes, applicant must attach a copy of his/her Green Card to the application.

Have you been refused a commission as a notary public or had a commission revoked?

If yes, applicant must attach a separate letter indicating the reason and date for the refusal or revocation.

Have you ever been convicted of or pled guilty or nolo contendere to any felony – including SES and SIS?

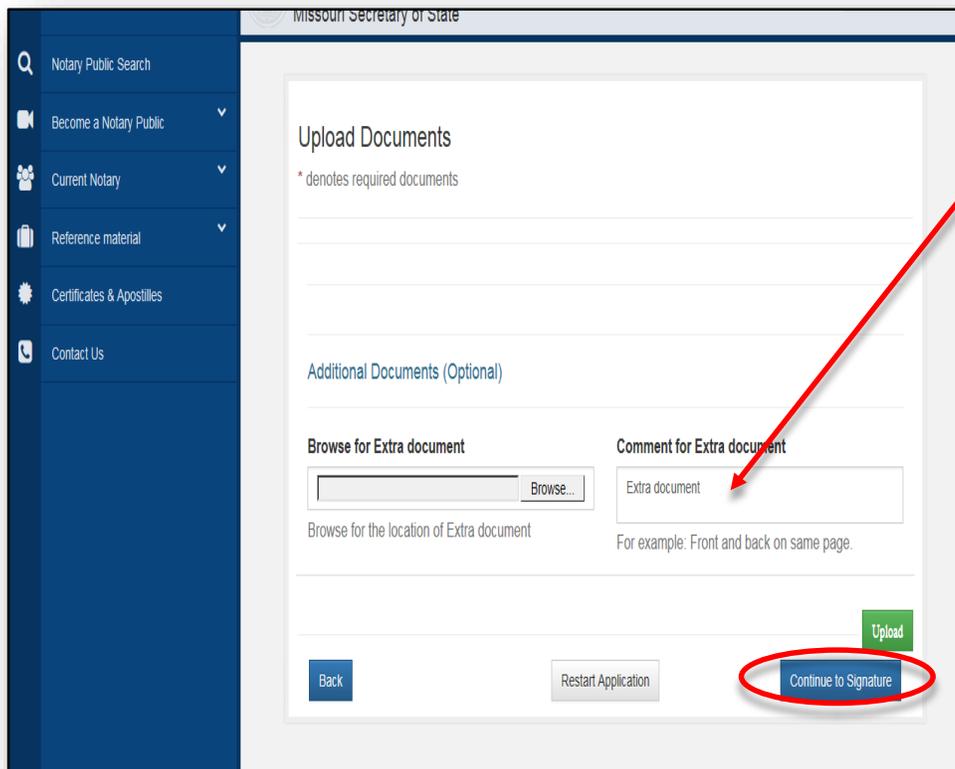
If yes, applicant must attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere.

Have you ever been convicted of or pled guilty or nolo contendere to any misdemeanor incompatible with the duties of a notary public – including SES and SIS?

If yes, you must attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere.

Have you completed a state-approved notary training?

If the applicant completed Missouri’s online notary training detailed in **Steps 8 – 10**, that training course will be automatically attached to your application in **Step 14**. If something other than the online training detailed in **Steps 8 – 10**, the applicant must attach proof of the completion of the training (certificate number of copy of certificate)



Step 15

Upload any required documents from **Step 14**.

Comments can be added for each attached document prior to clicking **“Upload”**.

Once all required documents are uploaded, click **“Continue to Signature”**.

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Notary Public Search

Become a Notary Public

Current Notary

Reference material

Certificates & Apostilles

Contact Us

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Missouri Secretary of State

User Account Log out

Your full name:
[Blurred Name]

In order to complete the notary application form, you must check the following statement:

I, Jonathan Barry, 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.

Back Restart Application Proceed to Payment

Step 16

The applicant's full name will be displayed under "Your Full Name".

Read the statement and click the empty box to place a check.

By checking the box, the applicant agrees to the terms outlined in the statement and is signing the application.

Once the box is checked, click "Proceed to Payment".

Notary Public Search

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Payment Options

Please select the billing information to send to the credit processing company

Use Employer Information: Use Your Information:

*Name on Account:
Kangaroo Courts LLX

*Address:
1120 Cherrywood Lane

*City:
Jefferson City

*State:
MO

*Zip Code:
65109

Pay Now

Note: All unpaid applications are automatically removed from the system. An application that is not marked as paid will have to be resubmitted.

Step 17

If the employer will be making the online payment, select "Use Employer Information".

If the individual applicant will be making the online payment, select "Use Your Information".

Information will automatically populate based on the selection.

Once the information is complete, Click "Pay Now".

Missouri : Secretary of State
[close payment window](#)

Payment Cart

description	amount
Notary Filings (201953)	\$25.00

payment method (required)

(Select a Payment Method) ▼
(Select a Payment Method)
Credit Card
eCheck

Cancel
Check Out



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Step 18

Select a payment method.

There will be a convenience fee assessed if using a credit/debit card or eCheck

Credit/Debit card will be an additional \$1.25.

eCheck will be and additional \$0.50.

Click **“Check Out”** to proceed.

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[close payment window](#)

Please enter billing information

name (required)

phone number (required)

email

email (verify)

address (required)

address two

city (required)

county

state (if US) (required)

country (or territory) (required)

zip (required)

Cancel
Continue



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Step 19

Ensure the correct billing information is populated into the fields.

Once confirmed, click **“Continue”**.

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Please enter payment information

date to apply payment: 10/30/2015 (required)

card type: VISA (required)

card number: [masked] (required)

expiration date (mmyy): 12/8 (required)

Buttons: Previous, Cancel, Continue (circled in red)

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Step 19A

If "Credit Card" was selected as the payment method, input the credit card details and click "Continue".

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close payment window

Please enter payment information

check type: (Select a Check Type) (required)

account type: (Select an Account Type) (required)

bank location: (Select an Bank Location) (required)

routing number: [input] (required)

account number: [input] (required)

account number (verify): [input] (required)

date to apply payment: 10/30/2015 (required)

eCheck location information

You hereby authorize CollectorSolutions, Inc. ("CSI") to initiate an ACH debit entry to the above designated bank account for the Total Remitted specified. You further authorize your Financial Institution to deduct this payment from your account.

You understand that in the event CSI is unable to secure the funds for this transaction from your account for any reason, including but not limited to insufficient funds in your account or insufficient or inaccurate information provided when you submit your electronic payment, further collection action may be undertaken by CSI including any application of returned check fees to the extent permitted by law. You further understand that the submission of this transaction is considered proper authorization by you for CSI to initiate an ACH debit entry to your account for such fees.

In the event of a dishonored payment, your obligation to Missouri Secretary of State will remain unpaid.

I have read this disclaimer and agree to the terms and conditions as stated above

! You must accept the above disclaimer (by clicking the checkbox) before continuing with your payment

Buttons: Previous, Cancel, Continue (circled in red)

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Step 19B

If "eCheck" was selected as the payment method, input the check and bank information.

Read the terms and conditions for the use of the eCheck option.

Agree to the terms and conditions by checking the box.

Once complete, click "Continue".

Missouri : Secretary of State
close payment window

Please verify the following information

	payment amount	\$25.00
	processing fee amount	\$1.25
	total remitted	\$26.25

billing information

name: SOS
 phone number: 5736908071
 email: jonathan.barry@sos.mo.gov
 address: 600 W Main
 address two:
 city: Jefferson City
 county:
 state (if US): Missouri
 country (or territory): United States
 zip: 65101

payment information

card type: VISA
 card number: 4111111111111111
 expiration date (mmyy): 1216
 date to apply payment: 10/30/2015

⚠ By selecting the 'Submit' button your payment will be processed for the 'total remitted' value

FEE NOTICE : Please be advised that a 'processing fee' will be applied to this transaction and included in the 'total remitted' value

This fee amount should be clearly defined at the top of this page as the 'processing fee amount' value

If this fee value is not clearly defined and/or if you do not wish to agree to the payment of this fee, please discontinue your payment



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Step 20

Review the billing and payment information.

Once confirmed, click **“Submit”**.

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- 📄 Become a Notary Public ▾
- 👤 Current Notary ▾
- 📁 Reference material ▾
- ☀ Certificates & Apostilles
- 📞 Contact Us

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Jason Kander
Missouri Secretary of State

[User Account](#) [Logout](#)

Your payment has been processed.

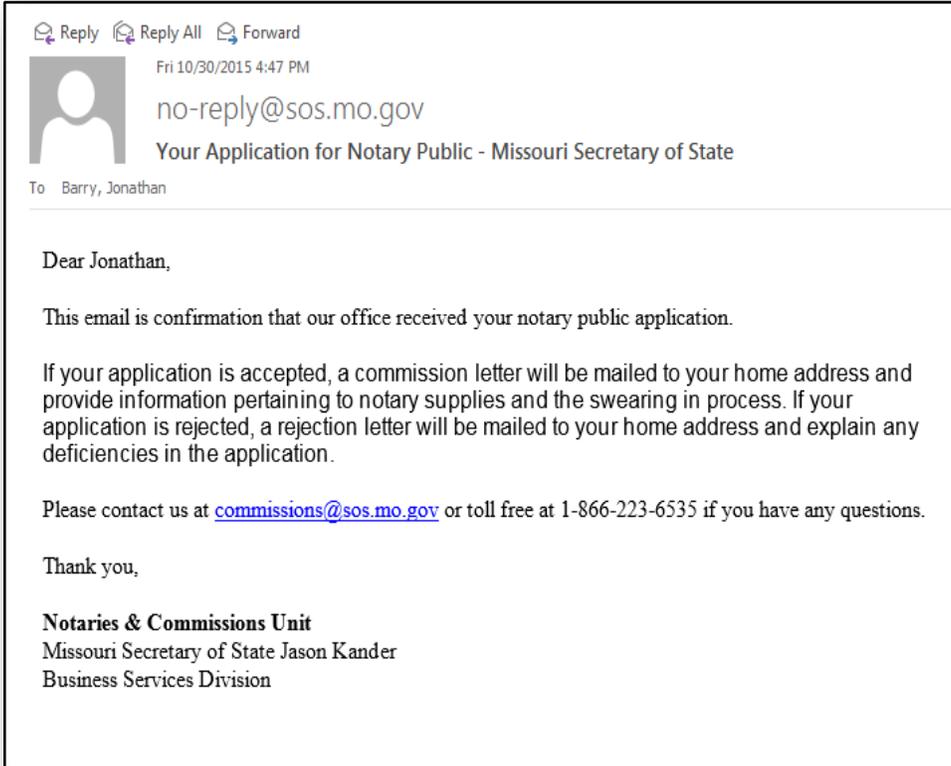
[Go to User Account](#)

Step 21

Once the payment is processed, the applicant may review his/her account information.

Two emails will be automatically sent to the registered email address:

- An invoice and,
- Instructions detailing next steps. See email details below.



Step 21 (continued)

If the application is accepted, a commission letter will be mailed to the applicant’s home address. This letter will provide details for completing the commissioning process.

If the application is rejected, the letter will provide details on any deficiencies.



Step 21 (continued)

If the application is accepted, a receipt for the application transaction will also be emailed to the email address provided.

Thank you in your interest in becoming a Missouri Notary Public. Please contact us at commissions@sos.mo.gov or toll free at 1.866.223.6535 if you have any questions.