Missouri Secretary of State
Business Services

REGISTERING AS A NOTARY PUBLIC IN MISSOURI

A STEP-BY-STEP GUIDE TO USING THE SECRETARY OF STATE'S BUSINESS SERVICES WEBSITE
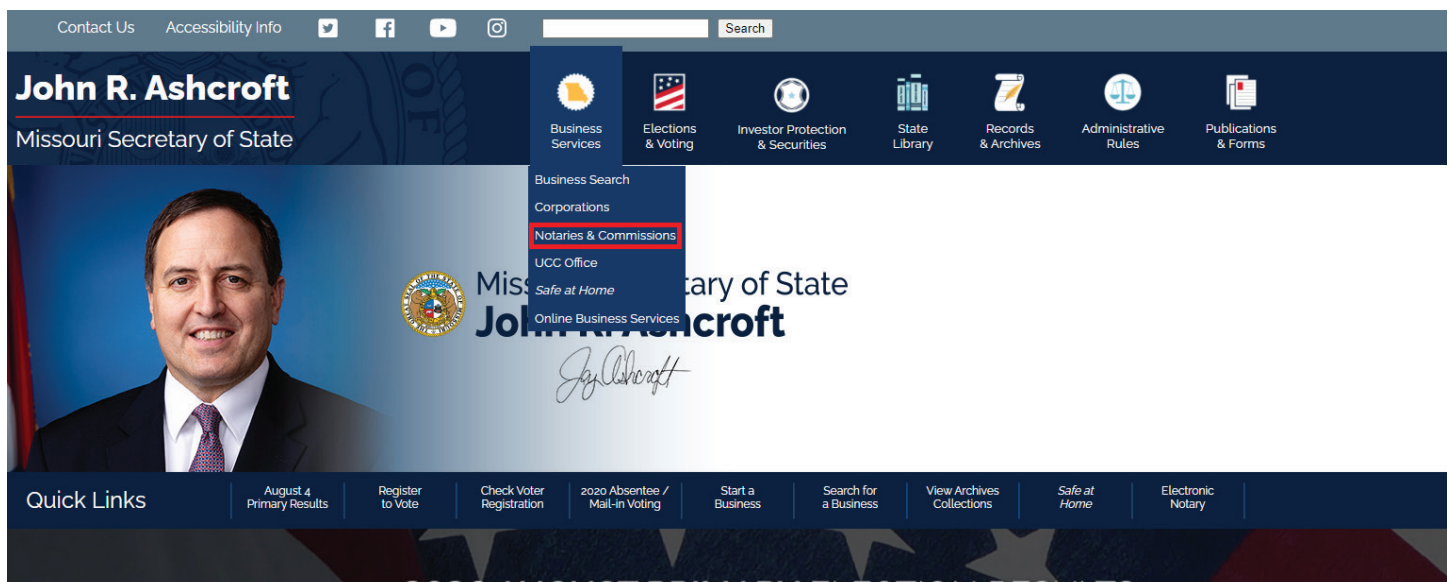
Missouri Secretary of State
John R. Ashcroft

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.

To begin, go to http://www.sos.mo.gov/.

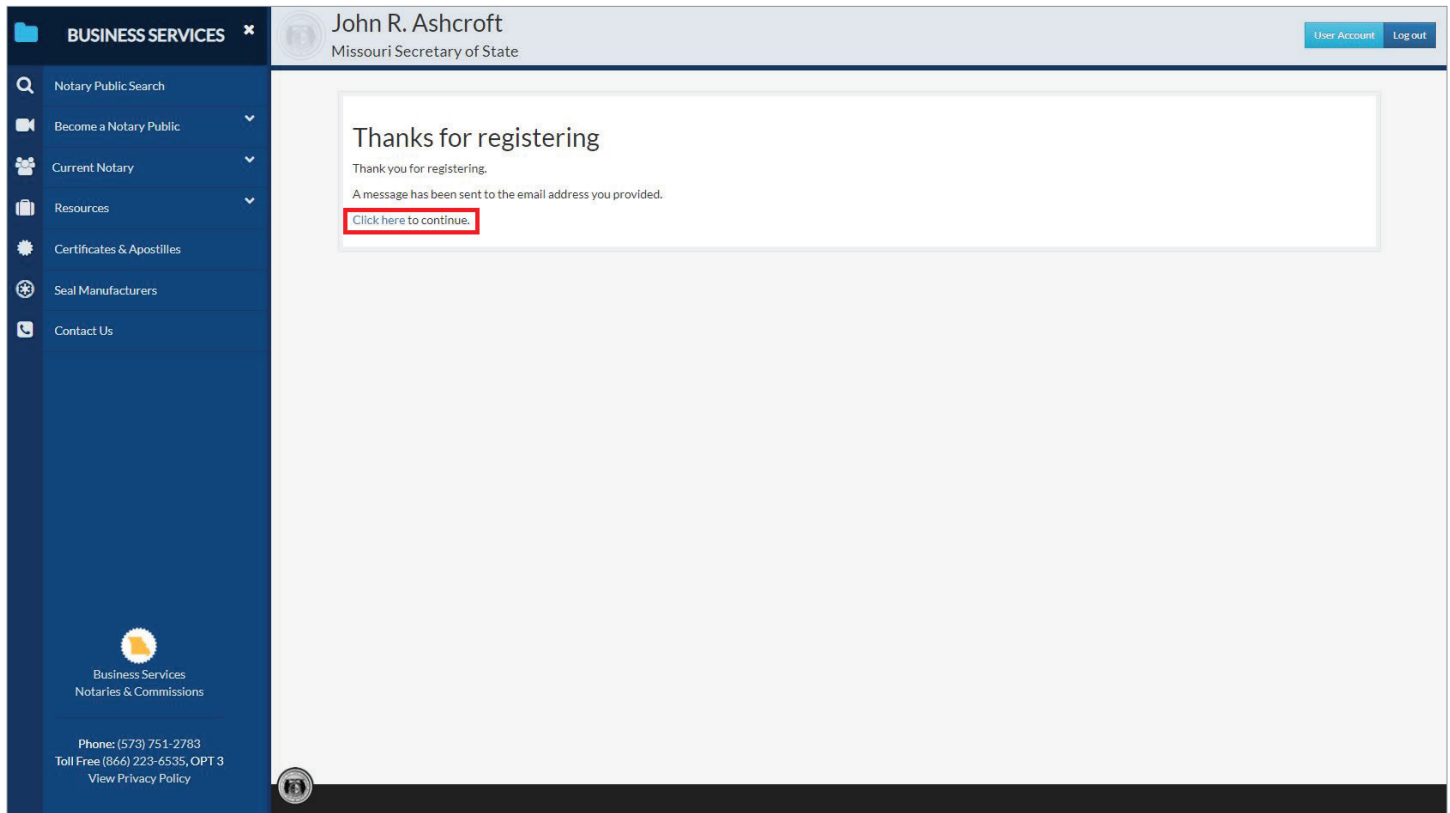At the top, under Business Services, select the option in the menu titled, **Notaries & Commissions**.

Click on **Register**. If you are already registered, click **Log in**.

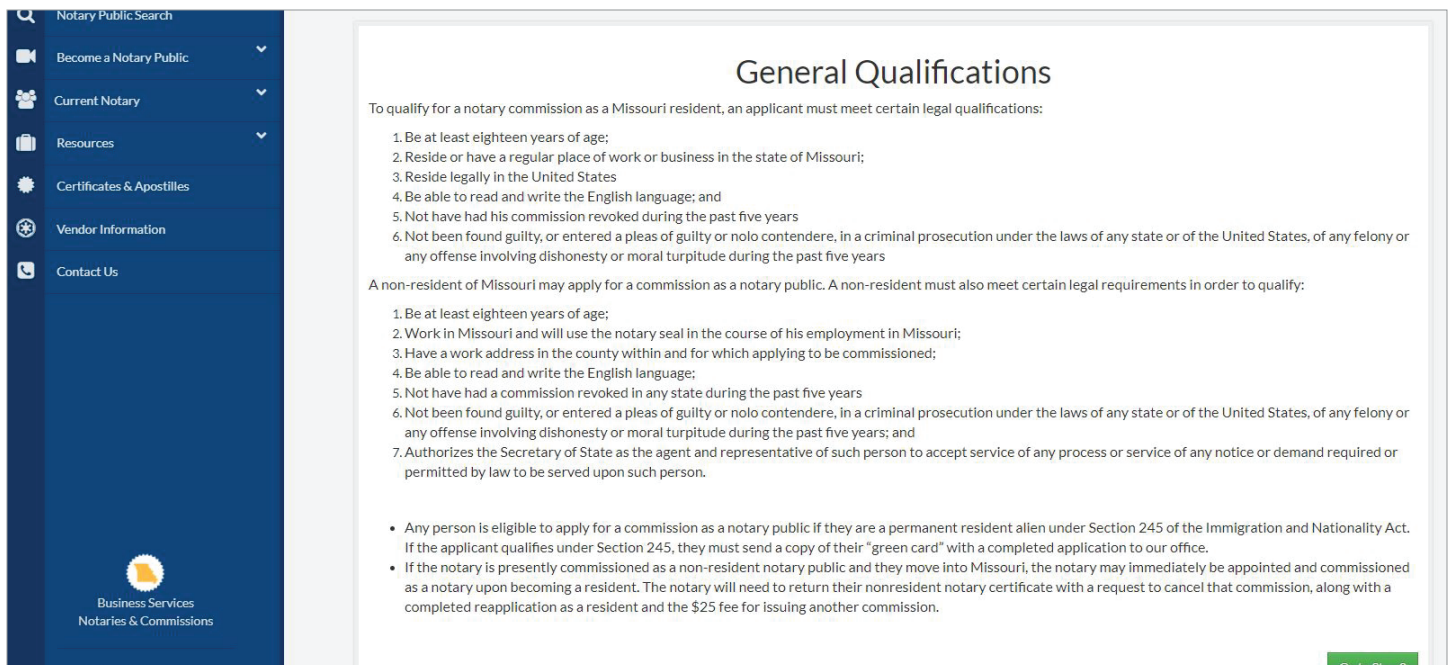

Complete the registration information and click **Register**. Make sure to follow the password requirements.

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

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**.

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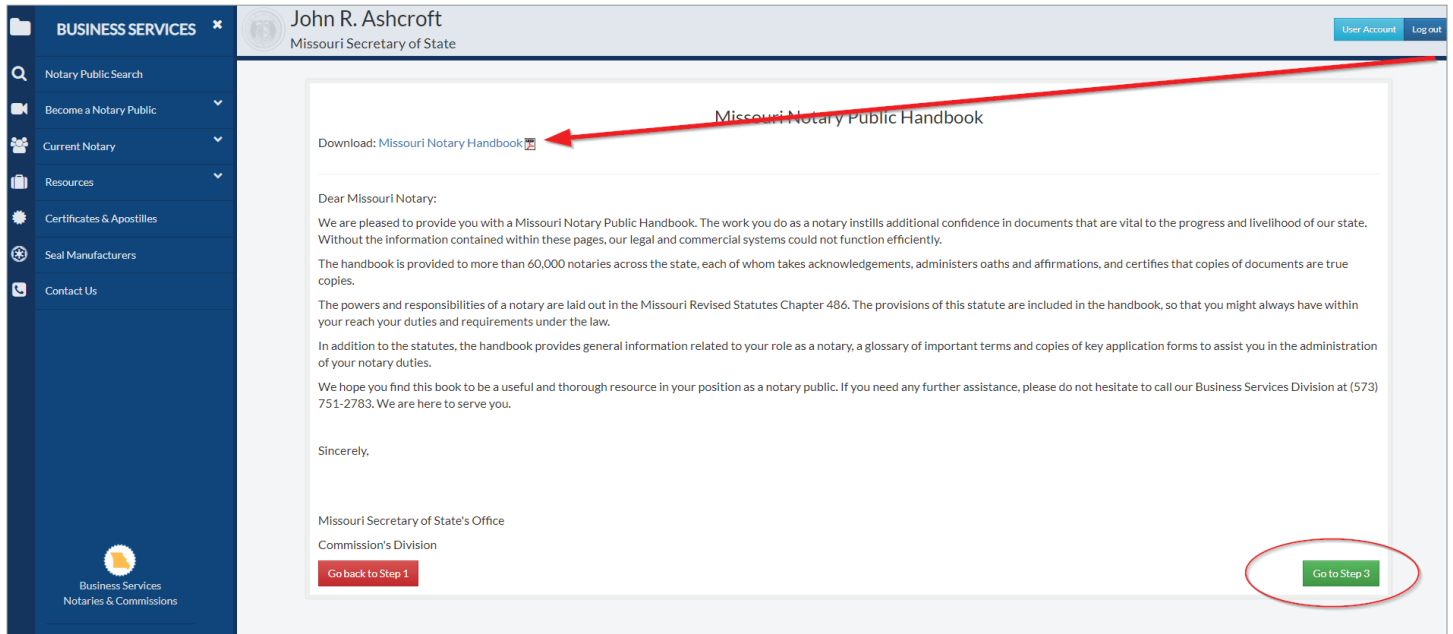
Begin the Notary training course by clicking the **Start Training Course** button.

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 6 or fewer 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.
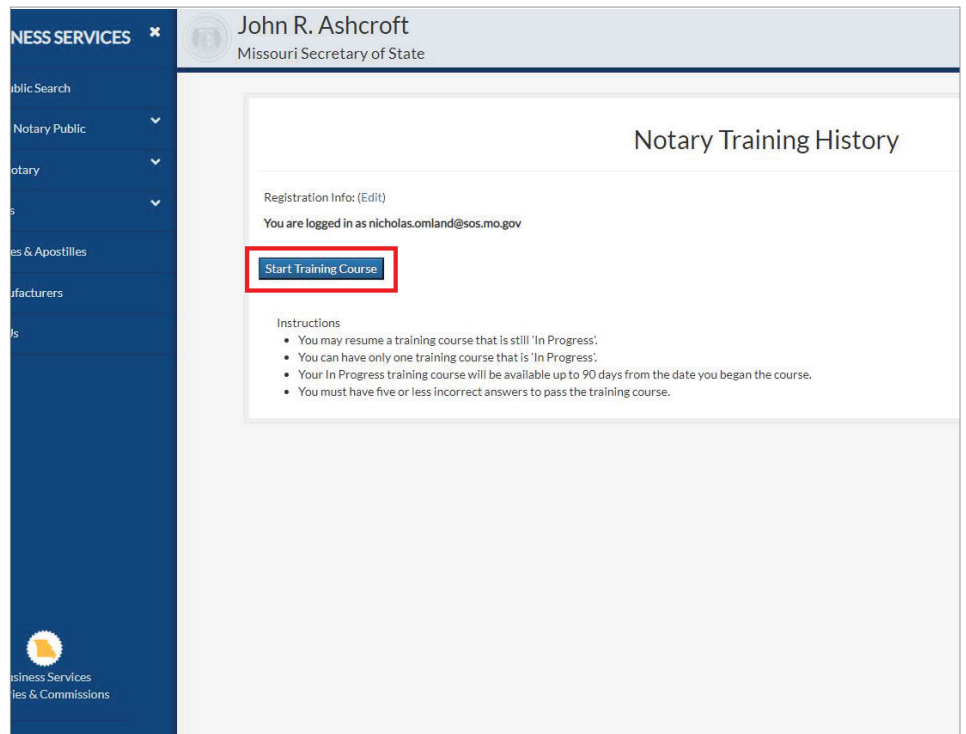
Complete the training course.

Once complete, the results will be shown. If a passing score was achieved, click **Go to Step 4**.
If a passing score was not achieved, follow the onscreen instructions.

Click on **New Commission**.

Make a selection for 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**.
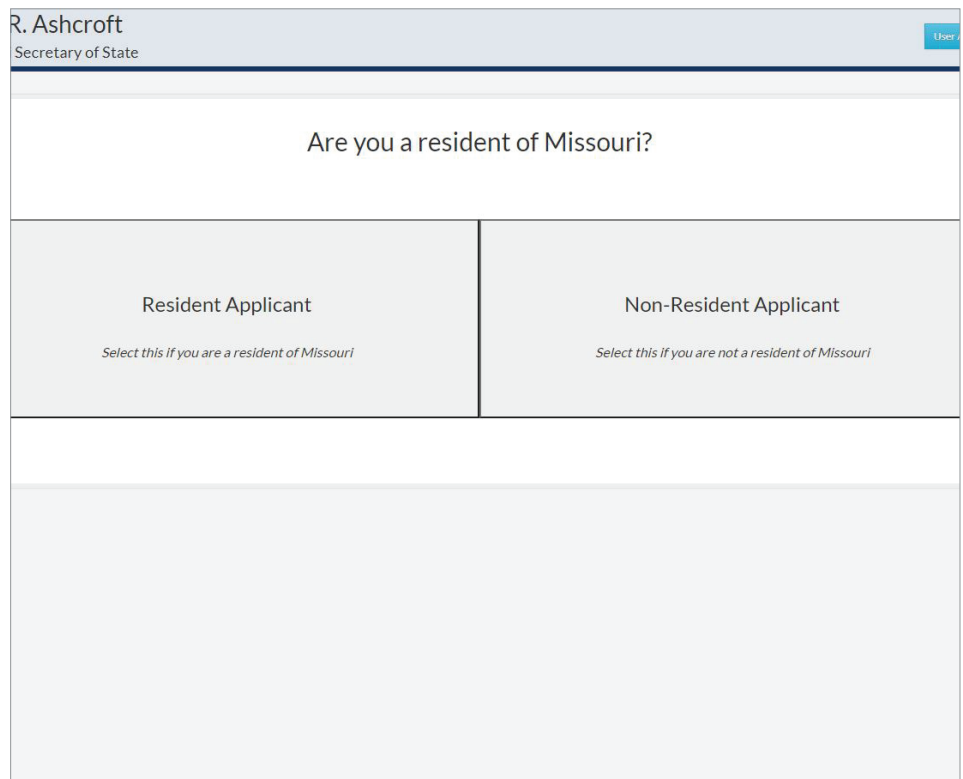
Complete the Application. The information sections for Resident and Non-Resident are slightly different.

NOTE: Check your information for accuracy before proceeding to the next step.
When complete, click the blue **Next** button.

John R. Ashcroft
Missouri Secretary of State

Resident

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

*First Name:	Middle Name:	*Last Name:	Suffix:
Enter first name	Enter middle name	Enter last name	e.g. Jr, Sr, III
(Must appear as it is signed)	(Must appear as it is signed)	(Must appear as it is signed)	(Must appear as it is signed)

Note: A physical address is required. However, a P.O. Box may be entered in line 2 for mailing purposes.

*Home Address:
Enter street address

Home Address line 2:
Enter suite/apartment number etc.

*City:	*State:	*Zip Code:
Enter city	MO	Enter zip code

*County of Residence
--Select one--
(St. Louis City Residents, please specify St. Louis City)

*Daytime Phone Number:	E-mail Address:
Enter a valid phone number	
Example: (123) 456-7890	(name@example.com)

*Employer/Name of Business:
Enter employer or business name

Answer the qualifying questions. The questions vary significantly for Resident and Non-Resident Applications. If the applicant completed the online training course from, the certificate number will be automatically populated. Once the questions are answered, click **Next**.

John R. Ashcroft Missouri Secretary of State   User Account

Check YES or NO for the following questions:

*Are you at least eighteen years of age?	○YES ○NO
*Are you able to read and write the English language?	○YES ○NO
*Do you reside legally in the United States? (Section 245, Immigration and Nationality Act, requires that you attach a copy of your green card)	○YES ○NO
*Do you live or work in the county within and for which you have requested to be commissioned?	○YES ○NO
*In the last five years have you been denied, revoked, suspended, restricted or resigned a notarial commission, professional license, or public office in this or any other state or nation? (If yes, you must attach a separate letter indicating reason and date on next page.)	○YES ○NO
*In the last five years have you ever been convicted of or pled guilty or nolo contendere to any felony in this or any other state or nation? (If yes, you must attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere on next page.)	○YES ○NO
*Do you have any claims pending or disposed against your notary bond held or any civil findings or admissions of fault or liability regarding your activities as a notary in this or any other state or nation? (If yes, attach a list and supporting documentation of such.)	○YES ○NO
*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

Applicants will be required to submit additional details depending on the answers to certain questions. Additional documentation may be required. Comments can be added for each attached document prior to clicking **Upload**. Once all required documents are uploaded, click **Continue to Signature**.

Do you live or work in the county within and for which you have requested to be commissioned?	YES
In the last five years have you been denied, revoked, suspended, restricted or resigned a notarial commission, professional license, or public office in this or any other state or nation?	NO
In the last five years have you ever been convicted of or pled guilty or nolo contendere to any felony in this or any other state or nation?	NO
Do you have any claims pending or disposed against your notary bond held or any civil findings or admissions of fault or liability regarding your activities as a notary in this or any other state or nation?	NO
Have you read the Missouri Notary Public Handbook and know the laws and duties of a Notary Public?	YES
Have you completed a state-approved notary training?	YES

Attachments

Print

Back   Restart Application   Continue to Signature

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**.

Your full name:

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

I, _____, do solemnly swear or affirm under penalty of perjury that the personal information in this application is true, complete, and correct; that I understand the official duties and responsibilities of a Notary Public in Missouri, as explained in the notary public handbook; and that I will perform, to the best of my ability, all notarial acts in accordance with the law.   ✓

Warning, clicking *proceed to payment* will permanently submit this application to the secretary of state. Once submitted, you will not be able to change or modify the submitted application. If you need any assistance, please contact our Business Services Department at (573) 751-2783

Back   Restart Application   Proceed to Payment

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 complete, click **Pay Now**.
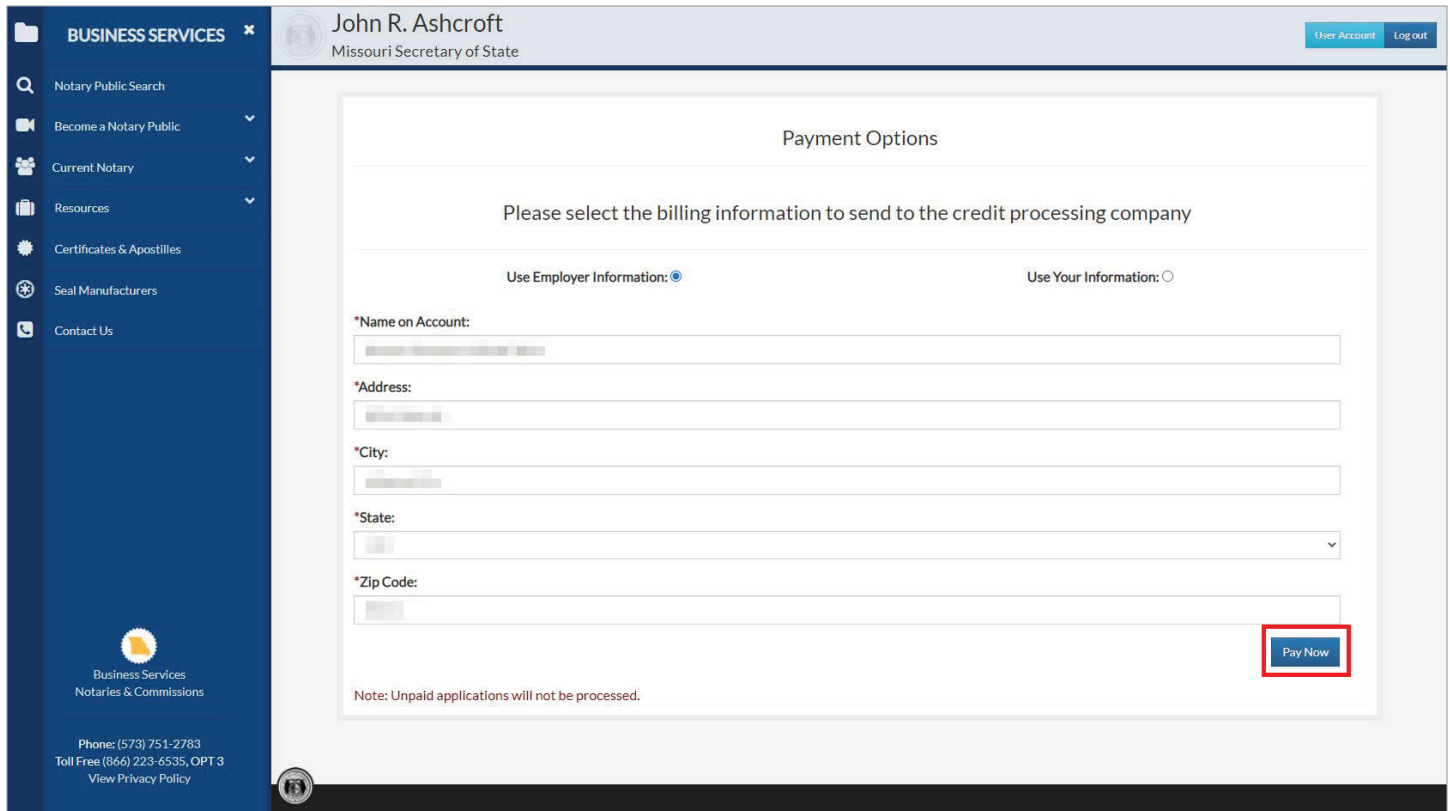
Fill out billing information. Ensure billing address and zip code match those of card. Select **Next Step: Add Payment Method**.
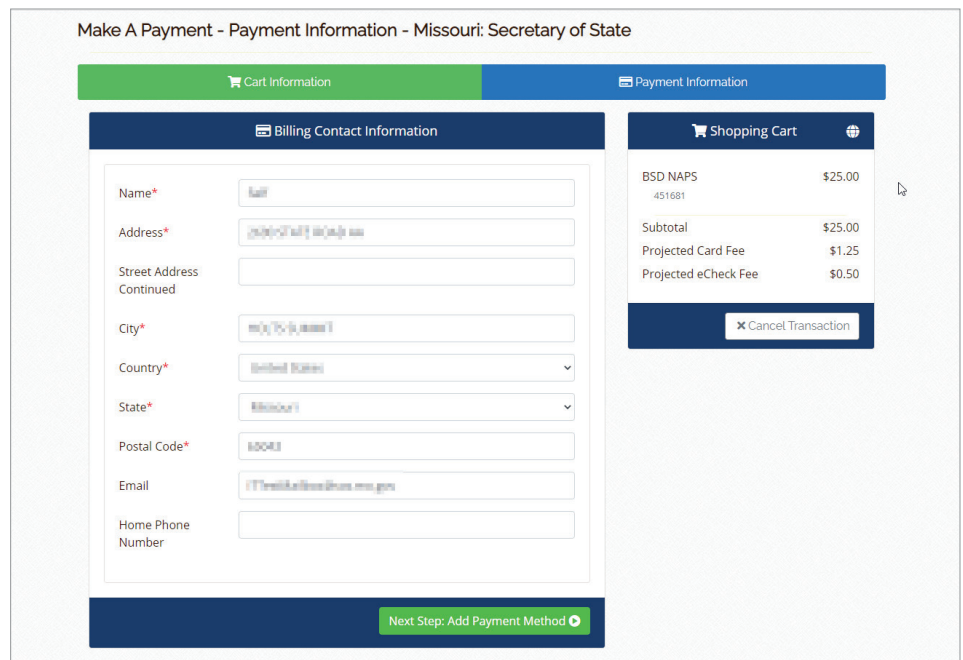
Select a payment method and fill out payment information. There will be a convenience fee assessed. Credit/debit card will be an additional $1.25. eCheck will be an additional $0.50. Click **Next Step: Review Payment** to proceed.

Review payment. After reviewing service terms, click the box, agreeing to them. Click **Make Payment** to complete transaction.

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

Two emails will be automatically sent to the registered email address — an invoice and instructions detailing next steps.

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.

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.