

# REGISTERING AS A NOTARY PUBLIC IN MISSOURI

A STEP-BY-STEP GUIDE TO USING THE SECRETARY OF STATE'S ONLINE BUSINESS FILING SYSTEM



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 <u>commissions@sos.mo.gov</u> 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.

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٩	Notary Public Search	
	Become a Notary Public	
쓭	Current Notary	
١	Resources	
۲	Certificates & Apostilles	
۲	Seal Manufacturers	
	Contact Us	

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

	BUSINESS SERVICES ×	
۹	Notary Public Search	
	Become a Notary Public	Thanks for registering
*	Current Notary	Thank you for registering.
	Resources	A message has been sent to the email address you provided. Click here to continue.
٠	Certificates & Apostilles	
۲	Seal Manufacturers	
2	Contact Us	
	Business Services Notarles & Commissions Phone: (573) 751-2783 Toll Free (866) 223-6535, OPT 3 View Privacy Policy	

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**.

q	Notary Public Search	
	Become a Notary Public	General Qualifications
쓭	Current Notary	To qualify for a notary commission as a Missouri resident, an applicant must meet certain legal qualifications:
٢	Resources	1. Be at least eighteen years of age; 2. Reside or have a regular place of work or business in the state of Missouri;
٠	Certificates & Apostilles	3. Reside legally in the United States 4. Be able to read and write the English language; and
۲	Vendor Information	5. Not have had his commission revoked during the past five years 6. Not been found guilty, or entered a pleas of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States, of any felony or
	Contact Us	any offense involving dishonesty or moral turpitude during the past five years A non-resident of Missourl may apply for a commission as a notary public. A non-resident must also meet certain legal requirements in order to qualify:
		<ol> <li>Be at least eighteen years of age;</li> <li>Work in Missouri and will use the notary seal in the course of his employment in Missouri;</li> <li>Have a work address in the county within and for which applying to be commissioned;</li> <li>Be able to read and write the English language;</li> <li>Not have had a commission revoked in any state during the past five years</li> <li>Not been found guilty, or entered a pleas of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States, of any felony or any offense involving dishonesty or moral turpitude during the past five years; and</li> <li>Authorizes the Secretary of State as the agent and representative of such person to accept service of any process or service of any notice or demand required or permitted by law to be served upon such person.</li> </ol>
	Business Services Notaries & Commissions	<ul> <li>Any person is eligible to apply for a commission as a notary public if they are a permanent resident alien under Section 245 of the Immigration and Nationality Act. If the applicant qualifies under Section 245, they must send a copy of their "green card" with a completed application to our office.</li> <li>If the notary is presently commissioned as a non-resident notary public and they move into Missouri, the notary mediately be appointed and commissioned as a notary upon becoming a resident. The notary will need to return their nonresident notary certificate with a request to cancel that commission, along with a completed reapplication as a resident and the \$25 fee for issuing another commission.</li> </ul>

Review the Missouri Notary Public Handbook. It can be downloaded or viewed online. This process can be paused and resumed at any time. When ready, click **Go to Step 3**.

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۹	Notary Public Search	Ì	
	Become a Notary Public	~	Missouri Notary Public Handbook
쓭	Current Notary	•	Download: Missouri Notary Handbook
۵	Resources	<b>۲</b>	Dear Missouri Notary:
٠	Certificates & Apostilles		We are pleased to provide you with a Missouri Notary Public Handbook. The work you do as a notary instills additional confidence in documents that are vital to the progress and livelihood of our state.
۲	Seal Manufacturers		The handbook is provided to more than 60,000 notaries across the state, each of whom takes acknowledgements, administers oaths and affirmations, and certifies that copies of documents are true
	Contact Us		copies. The powers and responsibilities of a notary are laid out in the Missouri Revised Statutes Chapter 486. The provisions of this statute are included in the handbook, so that you might always have within your reach your duties and requirements under the law. In addition to the statutes, the handbook provides general information related to your role as a notary, a glossary of important terms and copies of key application forms to assist you in the administration of your notary duties. We hope you find this book to be a useful and thorough resource in your position as a notary public. If you need any further assistance, please do not hesitate to call our Business Services Division at (573) 751-2783. We are here to serve you. Sincerely,
	Budiness Services Notaries & Commissions		Missouri Secretary of State's Office Commission's Division Colust to Step 1 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 may have six 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 begin.

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Complete the training course.

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Become a Notary Public	Notary Training Course
😤 Current Notary 💙	
📋 Resources 💙	Question #1 of 30
Certificates & Apostilles	How long is a notary's term of office?
Seal Manufacturers	OA) 1 Year       OB) 4 Years
Contact Us	OC) 10 Years
	Go to Question Go
Business Services Notaries & Commissions Phone: (573) 751-2783 Toll Free (864) 223-6535, OPT 3 Microsoftware Descent Differences	

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.

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	Become a Notary Public	×
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## Click on New Commission.

	BUSINESS SERVICES ×
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	Become a Notary Public
*	Current Notary
	Resources
٠	Certificates & Apostilles
۲	Seal Manufacturers
2	Contact Us
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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.

Are you a reside	Are you a resident of Missouri?				
Resident Applicant Select this if you are a resident of Missouri	Non-Resident Applicant Select this if you are not a resident of Missouri				

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.

		Resident		
	Аррі	(Application fee \$25)	ublic	
*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	(Must appear as it is signed)	(Must appear as it signed)	
Note: A physical address is required in the street address:	red. However, a P.O. Box may be	entered in line 2 for mailing purposes		
Note: A physical address is requ *Home Address: Enter street address Home Address line 2: Enter suite/apartment number etc.	red. However, a P.O. Box may be	entered in line 2 for mailing purposes		
Note: A physical address is requ "Home Address: Enter street address Home Address line 2: Enter suite/apartment number etc. *City:	red. However, a P.O. Box may be	entered in line 2 for mailing purposes	•Zip Code:	
Note: A physical address is requ "Home Address: Enter street address Home Address line 2: Enter suite/apartment number etc. "City: Enter city	red. However, a P.O. Box may be a "State: MO	entered in line 2 for mailing purposes	*ZipCode: * Enter zip code	
Note: A physical address is requ "Home Address: Enter street address Home Address line 2: Enter suite/apartment number etc. "City: Enter city "County of Residence	red. However, a P.O. Box may be *State: MO	entered in line 2 for mailing purposes		
Note: A physical address is requ "Home Address: Enter street address Home Address line 2: Enter suite/apartment number etc. "City: Enter city "County of ResidenceSelect one	red. However, a P.O. Box may be *State: MO	entered in line 2 for mailing purposes	*ZipCode: * Enter zip code	
Note: A physical address is requ "Home Address: Enter street address Home Address line 2: Enter suite/apartment number etc. "City: Enter city "County of ResidenceSelect one (St. Louis City Residents, please s	red. However, a P.O. Box may be a *State: MO pecify St. Louis City)	entered in line 2 for mailing purposes	*Zip Code:	
Note: A physical address is requ "Home Address: Enter street address Home Address line 2: Enter suite/apartment number etc. "City: Enter city "County of ResidenceSelect one (St. Louis City Residents, please s "Daytime Phone Number:	red. However, a P.O. Box may be *State: MO pecify St. Louis City) E-mail Ad	entered in line 2 for mailing purposes	*Zip Code:	
Note: A physical address is requ "Home Address: Enter street address Home Address line 2: Enter suite/apartment number etc. "City: Enter city "County of ResidenceSelect one (St. Louis City Residents, please s "Daytime Phone Number: Enter a valid phone number	red. However, a P.O. Box may be a "State: MO pecify St. Louis City) E-mail Ad	entered in line 2 for mailing purposes	*ZipCode: Enter zip code	

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

	-	
Are you at least eighteen years of age?	OYES	ONO
Are you able to read and write the English language?	OYES	ONO
'Do you reside legally in the United States?	OYES	ONO
Section 245, Immigration and Nationality Act, requires that you attach a copy of your green card)		
'Do you live or work in the county within and for which you have requested to be commissioned?	OYES	NO
'In the last five years have you been denied, revoked, suspended, restricted or resigned a notarial commission, orgessional license, or public office in this or any other state or nation?	OYES	ONO
If yes, you must attach a separate letter indicating reason and date on next page.)		
'In the last five years have you ever been convicted of or pled guilty or noio contendere to any felony in this or any other state or nation?	OYES	ONO
(If yes, you must attach a list and supporting documentation of such convictions or pleas of guilt or noio contendere on next page.)		
'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?	OYES	ONO
(If yes, attach a list and supporting documentation of such.)		
	-	

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

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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 A	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 pen that I understand the official duties and responsibilitie perform, to the best of my ability, all notarial acts in ac	alty of perjury that the personal information in this applicat s of a Notary Public in Missouri, as explained in the notary p cordance with the law.	ion is true, complete, and correct; public handbook; and that I will
Warning, clicking <i>proceed to payment</i> will perm or modify the submitted application. If you need	anently submit this application to the secretary of sta any assistance, please contact our Business Services	ate. Once submitted, you will not be able to change 5 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 completed, click **Pay Now**.

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Notary Public Search			
Become a Notary Public	~	Pavmer	nt Options
Current Notary	۲.		
Resources	~	Please select the billing information to	send to the credit processing company
Certificates & Apostilles			
Seal Manufacturers		Use Employer Information:	Use Your Information: $\bigcirc$
Contact Us		*Name on Account:	
Business Services Notaries & Commission Phone: (573) 751-2788 Toll Free (866) 223-6535, 0	ns 13 OPT 3	Address:  *City: *State: *Zip Code: Note: Unpaid applications will not be processed.	▼ Pay Now

Fill out billing information. Ensure billing address and zip code match those of card. Select **Next Step: Add Payment Method**.

	Billing Contact Information		📜 Shopping Ca	rt 🔀
Name*	Lat .		BSD NAPS 451681	\$25.00
Address*	(89)(97)(1)(10)(0) an		Subtotal Projected Card Fee	\$25.00 \$1.25
Street Address Continued			Projected eCheck Fee	\$0.50
City*	n0(%),am1		× Cancel	Transaction
Country*	Lefted Rates	*	-	
State*	Rhiniagr)	~		
Postal Code*	10013			
Email	(Theological loss english			
Home Phone Number				



Select a payment method and fill out payment information. There will be a convenience fee assessed. Credit/debit card use will be an additional \$1.25. eCheck will be an additional \$0.50. Click **Next Step: Review Payment** to proceed.

	🏋 Payment In	formation	🐂 Shopping C	lart 🌐
e select your Pa	yment Method		BSD NAPS	\$25.00
Credit Card			Subtotal	\$5.00
me on Card			Projected Card Fee	\$1.25
d Number			Projected eCheck Fer	\$0.50
piration Month	08		* XCano	el Transaction
viration Year	2020		-	
urity Code			0	
d Postal Code				
iount Due	\$ 25.00			
ment	\$ 25	. 00		
:Check	-			

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

Item	Amount	451681	\$25.0
BSD NAPS	\$25.00	Subtotal	\$25.0
ransaction Fee:	\$1.25		2011222342
Fotal Amount Due:	\$26.25	×G	ancel Transaction
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Once the payment is processed, the applicant may review the 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 <u>commissions@sos.mo.gov</u> or toll free at 1-866-223-6535 if you have any questions.