



State of Missouri
John R. Ashcroft, Secretary of State

Commissions
PO Box 784, Jefferson City, MO 65102
Toll-Free (866) 223-6535 or (573) 751-2783

- Mark only one box as your answer for each question.
• Please note the statute sections where the answer can be located or referenced.
• Once completed please attach to a completed notary application.

Secretary of State's Office
Written Notary Training Course

Name as it appears on the notary application: _____
(first) (middle) (last)

- 1. How long is a term of office for a notary? (RSMo 486.610)
[] 1 year [] 4 years [] 10 years
2. What is the required notary bond amount? (RSMo 486.615)
[] \$10,000 [] \$25,000 [] \$50,000
3. The notary bond dates must be the same as the notary commission dates that are set by the Secretary of State.(RSMo 486.615)
[] True [] False
4. Who gives the notary their oath of office? (RSMo 486.620)
[] County Clerk [] Local Judge [] Sec. of State
5. The notary's signature must be exactly as it appears on the notary commission. (RSMo 486.600(16))
[] True [] False
6. If someone works in Missouri and needs to notarize documents for work but lives in a surrounding state, they may be appointed as a non-resident Missouri notary. (RSMo 486.605)
[] True [] False
7. A notary applicant is required to state whether they have been convicted of or pled guilty or nolo contendere to any felony, or to any misdemeanor incompatible with the duties of a notary public. (RSMo 486.630)
[] True [] False
8. The notary must take their \$10,000 notary bond that includes their name, dates of commission and county of commission to the county clerk's office when they are sworn in. (RSMo 486.620)
[] True [] False
9. A notary has to appear in the county clerk's office to take their notary oath, provide their official signature as commissioned by the Secretary of State and receive their commission within how many days after the application is accepted? (RSMo 486.620)
[] 30 days [] 60 days [] 90 days
10. If the notary fails to appear within the allowed time-frame, the notary is considered failed to qualify and must start the application process over. (RSMo 486.620)
True False
11. Instead of \$10,000 notary bond, can a notary purchase Errors & Omissions Insurance? (Refer to Handbook)
Yes No
12. A Missouri notary must keep a record of their notarizations in a permanently bound journal with numbered pages not a spiral notebook or a journal where pages can be removed. (RSMo 486.700)
True False
13. Which of the following items must be recorded in your permanently bound journal? (RSMo 486.705)
date and time of day of notarization
type of notarization
type, title, or a description of the document or proceeding
signature, printed name, and address of each principal
notary fee
address where the notarial act was performed
All of the above
14. Which of the following is required on the notary's seal? (RSMo 486.730)
Notary's name exactly as stated on the commission
Commission #
Notary Public
Notary Seal
State of Missouri
My Commission Expires and expiration date after 8/28/2004)
All of the above
15. When notarizing a document, the notary must sign their name exactly as commissioned by the Secretary of State's Office. (RSMo 486.275)
True False

16. The notary seal and the notary journal are the exclusive property of the notary and may not be surrendered to any employer. (RSMo 486.715)

True False

17. If a notary moves within the same county, does the Secretary of State's office need to be notified? (RSMo 486.780)

Yes No

18. Any notary public that lawfully changes their name or changes their county of residence shall notify the Secretary of State's Office by amended application within 30 days of such change. (RSMo 486.785)

True False

19. A notary public that loses or misplaces his journal of notarial acts or official seal shall notify the Secretary of State in writing within ten days of the discovery. (RSMo 486.725)

True False

20. If any notary public no longer desires to be a notary public, the notary shall notify the Secretary of State in writing of the resignation. (RSMo 486.795)

True False

21. The Secretary of State's Office will forward the commission to the county recorder of deeds office in the court of the applicant's residence or regular place of work or business. (RSMo 486.620)

True False

22. Which of the following is considered a notarial act? (RSMo 486.640)

- oaths (or affirmations)
- acknowledgements
- copy certification
- All of the above

23. Each notarial certificate should have (RSMo 486.740)

- Official signature of the notary
- Impression of the official seal
- State and county of notarization (venue)
- Date of the notarial act
- Facts and particulars attested by the notary in performing the respective notarial act
- All of the above

24. Every document that is notarized must contain a notarial certificate, the notary's signature, the notary seal and the notary's county of commission and expiration date. (RSMo 486.740/745)

True False

25. A notary has seven days to mail their signed oath and bond to the Secretary of State's office from the date of the oath? (RSMo 486.620)

Yes No

26. A notary shall be disqualified from performing a notarial act if the notary: (RSMo 486.645)

Is a party to or named in the document that is to be notarized

Will receive as a direct or indirect result any commission, fee, advantage, right, title, interest, cash, property, or other consideration exceeding in value the fees specified in section 486.685

Is a spouse, domestic partner, ancestor, descendant, or sibling of the principal, including in-law, step and half relatives

All of the above

27. The maximum a notary can charge for notarizing a signature is: (RSMo 486.685)

\$1 \$20 \$5

28. Notaries may not charge for notarizing which of the following: (RSMo 486.685)

- absentee ballots
- absentee voter registration cards
- both A & B

29. A notary may charge a travel fee to perform a notarial act if:

- 1) The notary and the person requesting the notarial act agree upon the travel fee in advance of the travel; and 2) The notary explains to the person requesting the notarial act that the travel fee is separate from the notarial fee and is not mandated by law. (RSMo 486.685)

True False

30. Can the Secretary of State's Office revoke a notary's commission? (RSMo 486.810)

Yes No

I do swear, under penalty of perjury, that I completed and answered all the questions on this training exercise after reading and becoming familiar with the notary law:

Signature of notary applicant as indicated at the top of this exercise.

Date