



State of Missouri
John R. Ashcroft, Secretary of State

Commissions
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- 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 486.215)
[] 1 year [] 4 years [] 10 years
2. What is the required notary bond amount? (RSMo 486.235)
[] \$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 486.235)
[] True [] False
4. Who gives the notary their oath of office? (RSMo 486.235)
[] County Clerk [] Local Judge [] Sec. of State
5. The notary's signature must be exactly as it appears on the notary commission. (RSMo 486.275)
[] 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 486.220)
[] 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 486.225)
[] 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 486.235)
[] 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 486.240)
[] 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 486.240)
[] True [] False
11. Instead of \$10,000 notary bond, can a notary purchase Errors & Omissions Insurance? (Handbook page 24)
[] 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 486.260)
[] True [] False
13. Which of the following items must be recorded in your permanently bound journal? (RSMo 486.260)
[] month, day and year of notarization
[] type of notarization
[] type of document
[] name, address, identification and signature of the signer
[] notary fee
[] All of the above
14. Which of the following is required on the notary's seal? (RSMo 486.285)
[] Name exactly as commissioned by the Secretary of State's Office
[] Notary Public
[] Notary Seal
[] State of Missouri
[] Commission # (those notaries commissioned on or 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 486.265/285)
 True False
17. If a notary moves within the same county, does the Secretary of State's office need to be notified? (RSMo 486.295)
 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 486.300/315)
 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 of this. (RSMo 486.305)
 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 486.310)
 True False
21. The Secretary of State automatically reappoints notaries for another 4-year term. (RSMo 486.325)
 True False
22. Which of the following is considered a notarial act? (RSMo 486.330/335/345)
 oaths (or affirmations)
 acknowledgements
 certification of facsimile
 All of the above
23. Each notarial certificate should have (RSMo 486.330)
 State and county of notarization (venue)
 Personal appearance of signer
 Signature or acknowledgement of signature
 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 486.330/335)
 True False
25. When certifying a facsimile, must the notary keep a copy of the document? (RSMo 486.345)
 Yes No
26. A notary may not notarize a document: (RSMo 486.255)
 their own signature
 when they are named individually, or as a party to the transaction
 both A & B
27. The maximum a notary can charge for notarizing a signature is: (RSMo 486.350)
 \$1 \$2 \$5
28. Notaries may not charge for notarizing which of the following: (RSMo 486.350)
 absentee ballots
 absentee voter registration cards
 both A & B
29. A notary may charge a travel fee, not to exceed the approved federal mileage rate and may charge an expedited convenience service fee not to exceed \$25 when traveling to perform a notarial act, provided that: 1) the notary explains to the person requesting the notarial act that the travel fee is separate from the notarial fee and is not specified or mandated by law; and 2) the notary and the person requesting the notarial act agree upon his or her fees in advance of the notary affixing his or her official seal. (RSMo 486.350)
 True False
30. Can the Secretary of State's Office revoke a notary's commission? (RSMo 486.385)
 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