



State of Missouri
John R. Ashcroft, Secretary of State

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

Print or Type

1. Name _____ Date of Birth (MM/DD/YYYY) _____
(This name must appear as it is signed in #18 below)
2. Home Address _____
City _____ State _____ Zip Code _____
3. County of Residence or place of regular business (St. Louis City Residents, please specify St. Louis City) _____
4. Daytime Phone Number _____ Email Address _____
5. Employer/Name of Business _____
Street _____
City _____ State _____ Zip Code _____
6. Missouri Commission Number (if reapplying) _____
7. Previous Commission Expiration Date (if any) _____
8. Previous Name (if your name has changed) _____

Check YES or NO for the following questions:

9. Are you at least eighteen years of age? ☐ YES ☐ NO
10. Are you able to read and write the English language? ☐ YES ☐ NO
11. 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
12. Do you live or work in the county within and for which you have requested to be commissioned? ☐ YES ☐ NO
13. 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, attach a separate letter indicating reason and date.*) ☐ YES ☐ NO
14. 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, attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere.*) ☐ YES ☐ NO
15. Do you have 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
16. Have you read the Missouri Notary Public Handbook and know the laws and duties of a Notary Public? ☐ YES ☐ NO
17. Have you completed a state-approved notary training? (*Attach your certificate of completion or your completed written notary training form.*) ☐ YES ☐ NO
18. Declaration of Applicant
STATE OF MISSOURI

I, _____ (name of applicant), 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.

X

Signature of Applicant (Signature MUST appear as it is typed or written in #1 above)



State of Missouri

John R. Ashcroft, Secretary of State

- 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)

- How long is a term of office for a notary? (RSMo 486.610)
☐ 1 year ☐ 4 years ☐ 10 years
- What is the required notary bond amount? (RSMo 486.615)
☐ \$10,000 ☐ \$25,000 ☐ \$50,000
- 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
- Who gives the notary their oath of office? (RSMo 486.620)
☐ County Clerk ☐ Local Judge ☐ Sec. of State
- The notary's signature must be exactly as it appears on the notary commission. (RSMo 486.600(16))
☐ True ☐ False
- 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
- 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
- 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
- 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
- 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
- Instead of \$10,000 notary bond, can a notary purchase Errors & Omissions Insurance? (Refer to Handbook)
Yes No
- 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
- 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
- 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
- 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

Application Instructions

1. **Name** - Print or type your name as you want it to appear on your commission certificate. You are required by law to use your full last name, while initials maybe used for first and middle names.

Date of Birth - Please provide your birth date in numerals: month/day/year. This is to confirm that applicants are at least 18 years of age.

2. **Home Address** - Please provide the address at which you reside. **If your mail goes to a post office box, please include a street address after the PO Box number.** Also give the city, state and zip code.

3. **County of Residence** - Please indicate the county in which you legally reside and are registered to vote, even if you work in a different county. You are commissioned for the county in which you live, but you are able to notarize anywhere in the state of Missouri. If you reside in St. Louis City, please put St. Louis City in the county blank.

4. **Daytime Phone Number** - You are requested to provide a phone number where we can reach you BETWEEN THE HOURS OF 8:00 a.m. and 5:00 p.m., should we need to verify information given on the application.

E-mail Address - Please provide your e-mail address.

5. **Employer / Name of Business** - Your employer's name is requested should we need to contact you during working hours. If unemployed, please enter "N/A" or enter "Self-employed" if you own your own business.

6. **Missouri Commission Number** - If reapplying, please provide your Missouri commission number.

7. **Previous Commission Expiration Date** - Please provide if reapplying.

8. **Previous Name** - If your name has changed since your last commission, please provide your previous name.

9-17. **Yes or No** - Please READ CAREFULLY AND ANSWER CORRECTLY the nine questions listed on this portion of the application.

18. **Notarial Oath** - Complete the form by signing your name in the same name style you indicated in #1 on the application affirming that the information provided is true and complete.

Return Application, Training Course & Payment to:

American Association of Notaries

P.O. BOX 630601

Houston, Texas 77263



ORDER FORM (All States)

American Association of Notaries

PO Box 630601, Houston, Texas 77263

Phone Number 1-713-644-2299 Fax 1-713-649-0011



Office Hours: 9am – 5pm CST

3 Easy Ways To Order:



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Online:

www.usnotaries.com



By Mail:

American Association of Notaries
PO Box 630601 Houston, TX 77263

So that we may process your order promptly, please provide us with a copy of your notary commission certificate. **Use a work street address for faster delivery and tracking service.** For fastest service, order online or call your orders in. Most orders placed by noon CST during our normal business hours will be shipped on the next business day.

Name as it appears on your commission certificate*

County Name (If Applicable) _____

Commission or Appointment # _____

Commission expiration date (mm/dd/yyyy): _____

*New applicants: Enter your name as it appears on your notary application. Leave exp. date & comm. no. blank.

Shipping Address

Company Name _____

Address _____

City _____

State _____ Zip _____

Daytime Phone Number (____) _____

Shipping Information: Your shipment contains valuable items. Please choose a work street address where someone will be available to sign for your delivery.

Form of Payment

Mail To: PO BOX 630601, Houston, TX 77263

☐ Check enclosed payable to: **American Association of Notaries**

Check No. _____

☐ Please charge my credit card account:



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Expiration Date:

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Customer Signature _____

Billing Address (Leave blank if same as shipping)

Email Address _____

AAN Membership/Account No. (if available) _____

Refund Policy: Requests for refunds on all incomplete orders must be in writing.

Type in any special instructions regarding shipping, stamp manufacturing, or other special needs

ITEM #	QUANTITY	PRODUCT DESCRIPTION (Include color choices for stamp ink and cases where applicable)	PRICE	TOTAL
		Four-year \$10,000 Missouri Notary Bond	\$30.00	
		Four-year \$10,000 Missouri Notary Errors & Omissions Insurance Included		
		Missouri Notary Application Fee	\$25.00	
		Notary Supply Package (Notary Journal, inked stamps)	\$14.95	

- California notaries - Mail original "Certificate of Authorization" with your order.
Oregon notaries - Mail/Fax a copy of the "Certificate of Authorization" with your order.
AZ/GA/MO/MT/NV/WA notaries - Mail/Fax a copy of your notary commission certificate.
North Dakota notaries - Mail/Fax "Authorization to purchase notary public seal/stamp" form.
Utah notaries - Mail/Fax "Certificate of Authority of Notary Public" form.



Please add an additional **\$7.00** for **UPS Ground** delivery.

Sub-total \$

USPS Shipping \$ **6.95**

TOTAL \$