



Missouri Secretary of State  
**Business Services**

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# **REGISTERING AS A NOTARY PUBLIC IN MISSOURI**

**A STEP-BY-STEP GUIDE TO USING THE  
SECRETARY OF STATE'S BUSINESS  
SERVICES WEBSITE**

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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](mailto:commissions@sos.mo.gov) if you have any questions about the notary registration process.

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

The screenshot shows the official website of the Missouri Secretary of State, featuring a dark blue header with the name "John R. Ashcroft" and "Missouri Secretary of State". Below the header is a large portrait of John R. Ashcroft. The main navigation menu includes links for Business Services, Elections & Voting, Investor Protection & Securities, State Library, Records & Archives, Administrative Rules, and Publications & Forms. A banner at the bottom of the page displays statistics for the 2020 August Primary Election Results: 285K accessible books provided by Wolfner Library in 2020, 90,600 business calls answered in 2020, and 5.6 MILLION online visits last month.

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

The screenshot shows the same Missouri Secretary of State website as above, but with a focus on the "Business Services" menu. The "Notaries & Commissions" option is highlighted with a red box. The rest of the menu items—Business Search, Corporations, UCC Office, Safe at Home, and Online Business Services—are also visible. The rest of the page content, including the portrait of John R. Ashcroft and the election results banner, remains the same.

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

Notaries & Commissions

Click here for details about electronic notary, which suspends the personal appearance requirement for notarizations.

The Notaries & Commissions Unit appoints and commissions notaries public, and authenticates official acts of the governor. The oaths of office and official signatures of more than 60,000 active Missouri notaries are maintained by the office. The Unit also affixes the Great Seal of the State of Missouri to approximately 35,000 documents a year, including: commissions of state and county elected officials; appointments to boards; proclamations and executive orders; and extraditions and commutations of sentence.

Notary documents may now be filed online! Log in or click Register to set up an online account.

[Log in](#) [Register](#) [Search for Notary](#)

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

Register a new account

**\*E-mail Address**  
Enter your e-mail

**\*Password**  
Enter secure password

**Verify Password**  
Verify password

**\*Are you a current or former commissioned notary in Missouri?**  
 YES  NO

**Commission Number**  
Current or Former Notary? Enter Commission Number

Already registered? Log in [Register](#)

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

The screenshot shows a web page from the Missouri Secretary of State's website. At the top, it displays "John R. Ashcroft" and "Missouri Secretary of State". On the left, there is a sidebar with links: Notary Public Search, Become a Notary Public, Current Notary, Resources, Certificates & Apostilles, Seal Manufacturers, and Contact Us. Below these links is a logo for "Business Services Notaries & Commissions" and contact information: Phone: (573) 751-2783, Toll Free: (866) 223-6535, OPT 3, and a link to View Privacy Policy. The main content area features a heading "Thanks for registering" and a message: "Thank you for registering. A message has been sent to the email address you provided." Below this message is a red rectangular button with the text "Click here to continue." In the top right corner of the main content area, there are links for "User Account" and "Log out".

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**.

The screenshot shows a web page titled "General Qualifications". The sidebar on the left includes links: Notary Public Search, Become a Notary Public, Current Notary, Resources, Certificates & Apostilles, Vendor Information, and Contact Us. Below these links is a logo for "Business Services Notaries & Commissions". The main content area starts with a heading "General Qualifications" and a sub-section: "To qualify for a notary commission as a Missouri resident, an applicant must meet certain legal qualifications:". It lists five requirements: 1. Be at least eighteen years of age; 2. Reside or have a regular place of work or business in the state of Missouri; 3. Reside legally in the United States; 4. Be able to read and write the English language; and 5. Not have had his commission revoked during the past five years. It also states: "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 any offense involving dishonesty or moral turpitude during the past five years". Below this, it says: "A non-resident of Missouri may apply for a commission as a notary public. A non-resident must also meet certain legal requirements in order to qualify:". It lists seven requirements: 1. Be at least eighteen years of age; 2. Work in Missouri and will use the notary seal in the course of his employment in Missouri; 3. Have a work address in the county within and for which applying to be commissioned; 4. Be able to read and write the English language; 5. Not have had a commission revoked in any state 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 any offense involving dishonesty or moral turpitude during the past five years; and 7. 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. At the bottom, it states: "• 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. • If the notary is presently commissioned as a non-resident notary public and they move into Missouri, the notary may immediately 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." In the bottom right corner, there is a green button with the text "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**.

**BUSINESS SERVICES**

John R. Ashcroft  
Missouri Secretary of State

Download: Missouri Notary Handbook

Dear Missouri Notary:

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. Without the information contained within these pages, our legal and commercial systems could not function efficiently.

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 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,

Missouri Secretary of State's Office  
Commissioner's Division

[Go back 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 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.

**BUSINESS SERVICES**

John R. Ashcroft  
Missouri Secretary of State

Notary Training History

Registration Info: (Edit)  
You are logged in as nicholas.omland@sos.mo.gov

[Start Training Course](#)

Instructions

- You may resume a training course that is still 'In Progress'.
- You can have only one training course that is 'In Progress'.
- Your In Progress training course will be available up to 90 days from the date you began the course.
- You must have five or less incorrect answers to pass the training course.

Complete the training course.

The screenshot shows the Notary Training Course interface. On the left, a sidebar menu lists "Notary Public Search", "Become a Notary Public", "Current Notary", "Resources", "Certificates & Apostilles", "Seal Manufacturers", and "Contact Us". Below this is a logo for "Business Services Notaries & Commissions" with contact information: Phone (573) 751-2783, Toll Free (866) 223-6535, OPT 3, and a link to "View Privacy Policy". At the top right are "User Account" and "Log out" buttons. The main content area is titled "Notary Training Course" and displays "Question # 1 of 30". The question is "How long is a notary's term of office?" with three options: (A) 1 Year, (B) 4 Years, and (C) 10 Years. Below the question are buttons for "Go to Question", "Go", and "Next".

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.

The screenshot shows the Notary Training Results page. The sidebar and top navigation are identical to the previous screen. The main content area is titled "Notary Training Results" and includes a message "You are logged in as nicholas.omland@sos.mo.gov". It shows the "Exam Status: Pass" and a large green button labeled "Go to Step 4" which is highlighted with a red box. Below this are buttons for "Show 10 entries" and "Search". A table lists six questions with their status and ID numbers. The first question is "How long is a notary's term of office?" with a status of "Correct" and ID 486.215. The other five questions also show "Correct" status and IDs 486.235, 486.235, 486.235, and 486.220 respectively.

Question	Status	ID
1 How long is a notary's term of office?	Correct	486.215
2 What is required amount of a notary bond?	Correct	486.235
3 The notary bond dates must be the same as the notary commission dates that are set by the Secretary of State.	Correct	486.235
4 Who gives the notary their oath of office?	Correct	486.235
5 The notary's signature must be exactly as it appears on the notary commission.	Correct	486.235
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.	Correct	486.220

Click on **New Commission**.

The screenshot shows the Missouri Secretary of State's website for business services. The left sidebar has a dark blue background with white icons and text: 'BUSINESS SERVICES', 'Notary Public Search', 'Become a Notary Public', 'Current Notary', 'Resources', 'Certificates & Apostilles', 'Seal Manufacturers', and 'Contact Us'. Below this is a logo for 'Business Services Notaries & Commissions' with a phone number (573) 751-2783, toll-free (866) 223-6535, OPT 3, and a link to 'View Privacy Policy'. The main content area has a light gray header with the text 'John R. Ashcroft Missouri Secretary of State' and a circular profile picture. On the right are 'User Account' and 'Log out' buttons. The main content area says 'You are eligible to apply for the following:' and features a large rectangular button labeled 'New Commission' with the sub-instruction 'Select this if you are applying for 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**.

The screenshot shows a selection screen for residency status. At the top, it says 'R. Ashcroft Secretary of State' and has a 'User' button. The main question 'Are you a resident of Missouri?' is centered. Below it are two options: 'Resident Applicant' on the left and 'Non-Resident Applicant' on the right. Each option has a sub-instruction: 'Select this if you are a resident of Missouri' for the Resident Applicant and 'Select this if you are not a resident of Missouri' for the 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.

The screenshot shows the "Resident" application page. At the top, it displays "John R. Ashcroft, Missouri Secretary of State". Below this, the title "Resident" and a subtitle "Application for Commission as a Notary Public (Application fee \$25)" are visible. The form includes fields for First Name, Middle Name, Last Name, and Suffix, each with a note about appearance. It also has sections for Home Address, Home Address line 2, City, State, Zip Code, County of Residence, Daytime Phone Number, E-mail Address, and Employer/Name of Business. A note at the bottom states: "Note: A physical address is required. However, a P.O. Box may be entered in line 2 for mailing purposes."

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**.

The screenshot shows the "Qualifying Questions" section. At the top, it says "John R. Ashcroft, Missouri Secretary of State" and "Check YES or NO for the following questions." Below this, there are eight questions with "YES" and "NO" radio buttons. The questions are:

- \*Are you at least eighteen years of age?
- \*Are you able to read and write the English language?
- \*Do you reside legally in the United States?  
(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?
- \*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.)
- \*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 guilty or nolo 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?  
(If yes, attach a list and supporting documentation of such.)
- \*Have you read the Missouri Notary Public Handbook and know the laws and duties of a Notary Public?
- \*Have you completed a state-approved notary training?

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:

[Redacted]

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

I, [Redacted], 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**.

**Payment Options**

Please select the billing information to send to the credit processing company

Use Employer Information:  Use Your Information:

\*Name on Account:  
[Redacted]

\*Address:  
[Redacted]

\*City:  
[Redacted]

\*State:  
[Redacted]

\*Zip Code:  
[Redacted]

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**.

Make A Payment - Payment Information - Missouri: Secretary of State

Cart Information		Payment Information	
Billing Contact Information			
Name*	[Redacted]	BSD NAPS	\$25.00
Address*	[Redacted]	Subtotal	\$25.00
Street Address Continued	[Redacted]	Projected Card Fee	\$1.25
City*	[Redacted]	Projected eCheck Fee	\$0.50
Country*	[United States]	<b>Cancel Transaction</b>	
State*	[Missouri]		
Postal Code*	[65101]		
Email	[Redacted]		
Home Phone Number	[Redacted]		

**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.

Please select your Payment Method

Credit Card

eCheck

Name on Card	
Card Number	
Expiration Month	08
Expiration Year	2020
Security Code	
Card Postal Code	
Amount Due	\$ 25.00
Payment	\$ 25 . 00

BSD NAPS \$25.00

Subtotal \$25.00  
Projected Card Fee \$1.25  
Projected eCheck Fee \$0.50

Cancel Transaction

Back to Payment Information  Next Step: Review Payment

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

Item	Amount
BSD NAPS	\$25.00
Transaction Fee:	\$1.25
Total Amount Due:	\$26.25
	(\$26.25)
Total Payment Method:	(\$26.25)

A Transaction Fee has been included in the total amount paid for this transaction.

**Billing Contact Information**

Kell  
2900 STATE ROAD 66  
HOLT, MIAMI, MO 65040

[kell@kelllaw.com](mailto:kell@kelllaw.com)

I agree to the Payment Terms of Service and authorize this payment.

Back to Payment Method  Make Payment

BSD NAPS \$25.00  
451681  
Subtotal \$25.00

Cancel 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](mailto:commissions@sos.mo.gov) or toll free at 1-866-223-6535 if you have any questions.