



State of Missouri

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

Application for Commission as a Notary Public

Print or Type

1. Name _____ Date of Birth (MM/DD/YYYY) _____
(This name must appear as it is signed in #18)
2. Home Address _____
City _____ State _____ Zip Code _____
3. County of Residence (St. Louis City Residents, please specify St. Louis City) _____
4. Daytime Phone Number _____ E-mail 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 a registered voter of the county for which you have applied to be commissioned or a permanent resident alien? (Section 245, Immigration and Nationality Act requires that you, attach a copy of your green card) YES NO
11. Do you live in the county within and for which you have requested to be commissioned? YES NO
12. Are you able to read and write the English language? YES NO
13. Have you been refused a commission as a notary public or had a commission revoked?
(If yes, attach a separate letter indicating reason and date.) YES NO
14. Have you ever been convicted of or pled guilty or nolo contendere to any felony? *(If yes, attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere.)* YES NO
15. Have you ever been convicted of or pled guilty or nolo contendere to any misdemeanor incompatible with the duties of a notary public? *(If yes, attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere.)* 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. **NOTARIAL OATH**
STATE OF MISSOURI

I, the person named above, do swear or affirm, under penalty of perjury, that the answers to all questions on this application are true and complete to the best of my knowledge and that I am qualified to be appointed and commissioned as a Missouri notary public.

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

PRODUCT DESCRIPTIONS



CUSTOMIZED NOTARY EMBOSSER SEAL \$35

Our hand-held embosser seal creates a beautiful raised impression every time. This optional seal puts the finishing touch on your notarizations and is widely recognized when used on documents going to other states or international countries. Available in your choice of colors: black, pink, blue or red. Match it up with a gray, pink, red or blue customized self-inking notary stamp!



RECORD KEEPING JOURNAL FOR NOTARIES \$15

Notaries in Texas are required to keep a record of all notarizations. Our Journal helps you keep a record of your notarial acts and even includes a space for finger prints. Pair it up with our Inkless Finger Printer!



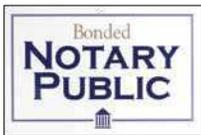
INKLESS FINGER PRINTER \$10

Easy to use and no mess when used in conjunction with our Record Keeping Journal for Notaries. It's a great fraud deterrent.



ROUND SELF-INKING NOTARY STAMP \$46

Our round self-inking notary stamp replaces or can be used in addition to our rectangular notary stamp. Creates crisp/clear impressions every time.



NOTARY PUBLIC DISPLAY SIGN \$6

Our display sign lets others know you're a Notary.



CUSTOMIZED SELF-INKING NOTARY STAMP \$32

Nine color choices to choose from and customized with your name, commission number and expiration date. It's the "gold" standard among notary stamps. Order an extra one to keep in your car, home or office.



NOTARY LIABILITY INSURANCE (NOTARY ERRORS AND OMISSIONS)

Notary Errors & Omissions Insurance is a critical component of any notary's portfolio. It protects you, the notary, against any potentially devastating financial costs of lawsuits that could result from an error you make while acting in your official capacity as a notary. While not required, it's necessary in today's litigious climate and is available at affordable rates that coincide with your notary term. Here are several E&O facts:

- It safeguards you against costly time-consuming lawsuits. Even if the suit is frivolous, you could be faced with a large legal bill for defending yourself. Our policy covers legal fees.
- Your notary bond required by the state doesn't protect you. This is a common misconception. It merely protects those you notarize for. If a claim is filed against your bond, you have to reimburse the insurance company for any payments they make on your behalf. Unless you have Notary Errors & Omissions Insurance. It provides primary protection and pays the claim first.
- **Employer policies do not protect you** No matter what you are told, you are individually responsible for your own actions as a notary, even if you notarize only for work related purposes.
- Errors and Omissions coverage includes forgetting to affix your notary stamp to the document, not properly identifying the person signing the document, and other simple and common mistakes.

Errors & Omissions Insurance provides you with peace of mind, protecting you against any claim for an act or omission and personal liability while acting in the capacity of Notary Public. It also provides coverage for all defense costs and pays from the first cent. Furthermore, you'll have no repayment of claims back to the insurance company. No deductible, coverage on and off the job and affordable protection. Don't notarize without it.



Application Instructions

Complete, Print and Sign the Application

- Complete the attached application form.
- Please make sure you either type or print all information on the form (except for signature lines).
- Do not leave any blank spaces. If you make any corrections (erasure, strike through, or liquid “white out”), the state of Missouri requires you to initial any correction you make.
- Make sure that your signature on #18 matches your printed name on question #1.

Select additional Notary supplies from our Order Form

- **Missouri notaries should use a journal as recommended by the State of Missouri.**
- **E&O Insurance is highly recommended** as it protects you the notary. Notary Bonds protect the public, not you.

Missouri Notary Education Requirement

- When we receive your application, we will contact you with a username and password to take the online course at www.notaries.com.

Send your payment information to us with the application

- You will receive your Letter of Commission from the Secretary of State in approximately 3 weeks. It contains information we need to manufacture your notary stamp.
- Please scan your Letter of Commission immediately to **info@notaries.com** or fax to **(800)224-6368**. It is time sensitive.
- We will then send you your notary bond, notary seal and any other supplies you purchased.

**We are here for you. Any questions or comments,
please call us at 1-800-422-1555.**