



Missouri Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

❑ **Step 1**

I am eligible to renew as Notary and am in compliance with state requirements:

- **18 years or older**
- **Reside in the county of application or have a work address in that county**
- **Resident of the U.S.**
- **Have no felony convictions**
- **Read and write English**

❑ **Step 2**

Purchase my state-required surety bond and supplies at NationalNotary.org/MO/Renew or called 1-800-876-6827. The NNA will immediately ship the supplies that are not dependent upon the commission (e.g., journal, law primer, etc., as requested).

❑ **Step 3**

I have read the Missouri Notary Public handbook.

❑ **Step 4**

I have taken the [online training course](#) or [written training course](#).

❑ **Step 5**

I have completed the Notary [application](#) and submitted proof of training and state fee.

❑ **Step 6**

My application has been processed, and I've received my commission letter from the Secretary of State's office.

❑ **Step 7**

I scanned and emailed a copy of my commission letter to Releasing@NationalNotary.org or faxed it to 1- 800-833-1211 (including my NNA customer ID number) to receive my bond via email within 3 business days.

❑ **Step 8**

I went to the county clerk's office to file my bond and take my oath of office within 60 days from the date listed on my commission letter and received my commission certificate.

❑ **Step 9**

I made sure that my bond and oath of office were sent to the Secretary of State's office within 7 days of the date of the oath. Once processed, my commission will appear on the SOS website.



❑ **Step 10**

Once you confirm your commission is updated on the [SOS Website](#), please submit your commission certificate, which is required for us to make your stamp. Email it to Releasing@NationalNotary.org or fax it to 1-800-833-1211. We will make and ship your stamp within 3 business days of receiving your certificate.

NOTE: Any [Missouri Notary package](#) you purchase from the NNA will include all of your state-required items: surety bond, Notary stamp, and Notary journal. It's the best and most convenient way to make sure you have everything you need to renew as a Missouri Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/MO/Renew

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)