

# INSTRUCTIONS FOR NONRESIDENT APPLICATION AND SWEARING IN

## First Step - Application Process

*Important: The enclosed application is for nonresidents, only. Missouri residents must use a different form. To receive the Missouri resident form, visit our website at: [www.NotaryMissouri.com](http://www.NotaryMissouri.com) or call: 1.800.821.0826.*

### STEP 1 ► ONLINE EDUCATION COURSE & HANDBOOK

The state of Missouri requires notaries to read the Missouri Notary Public Handbook and complete a state-approved online education course prior to completing the application. **Visit our website at [www.NotaryMissouri.com](http://www.NotaryMissouri.com) to read the handbook and complete the course.** Once you have read the handbook and taken the course, print your certificate of completion and return it with your completed application.

### STEP 2 ► APPLICATION

Print your name exactly as you want your commission to be issued. You should use your legal name, but you may use initials for your first and middle names.

Please enter your current commission expiration date.

Carefully read and answer questions 9-20 with "yes" or "no."

Sign at the RED (X) exactly as your name is printed in #1.


*If you are not a citizen of the United States, but are a resident alien under Section 245 of the Immigration and Nationality Act, you may still become a Notary Public in the State of Missouri. You must send a copy of your "green card" along with your completed forms.*

### STEP 3 ► ORDER FORM

Select the products of choice and add the appropriate Missouri state and local sales tax. Indicate your stamp case color where applicable.

### STEP 4 ► PAYMENT

Mail the application, certificate of completion and order form with a credit card number, check or money order made payable to **NOTARY PUBLIC UNDERWRITERS AGENCY** in the enclosed envelope.

 **State of Missouri**  
John R. Ashcroft, Secretary of State

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

Print or Type

1. Name Michelle Walls (This name must appear as it is signed in #21 below) Date of Birth (MM/DD/YYYY) 01/11/1971

2. Home Address P. O. Box 5049  
City East St. Louis State IL Zip Code 62202

3. Daytime Phone Number 618-555-8292 E-mail Address mwalls@apsinc.com/NA

4. Employer/Name of Business Advanced Processing Systems, Inc.  
Street 21657 West High Road  
City St. Louis State MO Zip Code 63101

5. County of Employment (St. Louis City Employers, please specify St. Louis City) St. Louis City

6. Missouri Commission Number (if reapplying) N/A

7. Previous Commission Expiration Date (if any) N/A

8. Previous Name (if your name has changed) N/A

Check YES or NO for the following questions:

9. Are you a permanent resident alien? (Sec. 245, Immigration and Nationality Act, requires that you attach a copy of your green card)  YES  NO

10. Are you at least eighteen years of age?  YES  NO

11. Do you work in Missouri?  YES  NO

12. Will you use the notary seal in the course of your employment in Missouri?  YES  NO

13. Do you have a work address in the county within and for which you have applied for a commission?  YES  NO

14. Are you able to read and write the English language?  YES  NO

15. Have you been refused a commission as a notary public or had a commission revoked? (If yes, attach a separate letter indicating reasons and date.)  YES  NO

16. 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

17. 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

18. Do you authorize the Secretary of State as your agent and representative to accept service of process of service of any notice or demand required by law to be served upon you?  YES  NO

19. Have you read the Missouri Notary Public Handbook and know the laws and duties of a Notary Public?  YES  NO

20. Have you completed a state-approved notary training? (Attach your certificate of completion or your completed written notary training exam.)  YES  NO

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

MO-02 (08/17)

## Second Step - Swearing In Process

- A) In approximately 10 business days, you should receive a commission letter from the Secretary of State's office containing your county, commission number and your commission expiration date. If you do not receive the letter, please call us at 1.800.821.0826.
- B) Fax, mail or e-mail us a copy of your commission letter so we can mail your pre-paid bond.
- C) Keep the commission letter to complete the swearing in process at your county clerk's office. The clerk's office may also require a fee. (You will not be recognized as a notary public until we send your bond and you complete the swearing in process.)

*If you purchased your notary public products from us, they will be mailed to you upon receipt of your commission information.*

Please call **1.800.821.0826** between 7:00 a.m. and 4:00 p.m. CST for answers to your questions about completing this form.

Email: [info.mo@npuonline.com](mailto:info.mo@npuonline.com) • Fax: 866.890.5225 • [www.NotaryMissouri.com](http://www.NotaryMissouri.com)

**Notary Public**  
UNDERWRITERS AGENCY, INC.