

INSTRUCTIONS FOR APPLICATION AND SWEARING IN

First Step - Application Process Details

Important: The enclosed application is for Missouri residents, only. Nonresidents must use a different form. To receive the nonresident form, visit our website at: www.NotaryMissouri.com or call: 1.800.821.0826.

The state of Missouri requires notaries to read the **Missouri Notary Public Handbook** and complete a state-approved **online education course** prior to application. If you haven't done so, visit our website at: www.NotaryMissouri.com to read the handbook and take the course. Print the certificate of completion and return it with your application.

STEP 1 ► 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.

Carefully read and answer questions 9-17 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 2 ► NOTARY SEAL

The state of Missouri requires at least one type of notary stamp/embosser. Refer to the enclosed order form for all product choices and add the applicable Missouri state and local sales tax. Be sure to indicate your stamp case color, where applicable.

STEP 3 ► MAIL

Use the enclosed envelope to return the completed application, certificate of completion for the education course and order form with a credit card number, check or money order made payable to: **NOTARY PUBLIC UNDERWRITERS AGENCY**.

State of Missouri
John R. Ashcroft, Secretary of State

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

Print or Type

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

2. Home Address 1155 West High Road
City Jefferson City State MO Zip Code 65101

3. County of Residence (St. Louis City Residents please specify St. Louis City) Cole

4. Daytime Phone Number 314-555-8292 E-mail address mwalls@apsinc.com

5. Employer/Name of Business Advanced Processing Systems, Inc.
Street 21657 West High Road
City Jefferson City State MO Zip Code 65101

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 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? YES NO
(If yes, attach a separate letter indicating reason and date.)

14. Have you ever been convicted of or pled guilty or nolo contendere to any felony? YES NO
(If yes, attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere.)

15. Have you ever been convicted of or pled guilty or nolo contendere to any misdemeanor incompatible with the duties of a notary public? YES NO
(If yes, attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere.)

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? YES NO
(Attach your certificate of completion or your completed written notary training form.)

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.

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

MO-01 (08/17)

Second Step - Swearing In Process Details

- 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) After receiving the bond, take it along with your commission letter to your county clerk's office to be sworn in. A fee may be required. *Please be aware that you will not be recognized as a notary public until 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.

Further questions? Contact us at 1.800.821.0826,
between 7:00 a.m. and 4:00 p.m. CST and we'll be happy to help.

Email: info.mo@npuonline.com • Fax: 866.890.5225 • www.NotaryMissouri.com

