

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 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 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 form.) 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 • Fax: 866.890.5225 • www.NotaryMissouri.com

Notary Public
UNDERWRITERS AGENCY, INC.



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 _____ Date of Birth (MM/DD/YYYY) _____
(This name must appear as it is signed in #21 below)
2. Home Address _____
 City _____ State _____ Zip Code _____
3. Daytime Phone Number _____ E-mail Address _____
4. Employer/Name of Business _____
 Street _____
 City _____ State _____ Zip Code _____
5. County of Employment (St. Louis City Employers, please specify St. Louis City) _____
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 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 reason 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 form.)* 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 _____
 Signature of Applicant (Signature MUST appear as it is typed or written in #1 above)

Notary Public

UNDERWRITERS AGENCY, INC.

P.O. Box 1956 • Jefferson City, MO 65102-1956
800.821.0826

RECOMMENDED NOTARY PACKAGE

- ▶ 4 Year \$10,000 Notary Bond - \$30
- ▶ State Filing Fees - \$25
- ▶ Online Education Course - \$30
(pay now or online!)
- ▶ Rectangular Self-Inking Stamp - \$19 *(Plus Tax)*
(your choice of stamp case color!)
- ▶ Notary Public Record Book - \$9 *(Plus Tax)*

\$113^{00*}

ERRORS & OMISSIONS POLICIES***

The required Notary Bond protects the public. Errors & Omissions Insurance protects you. With an E&O policy, you are protected against costly lawsuits your entire term. Don't go unprotected – get Errors & Omissions today. It's affordable!

*** Call for pro-rated rates for already commissioned notaries. Notary Bond and E&O policies are underwritten by Universal Surety of America.

RECOMMENDED NOTARY PACKAGE			
PRODUCT DESCRIPTION	PRICE	TAX	COST
4 Year \$10,000 Notary Bond	\$30.00	N/A	
State Filing Fees	\$25.00	N/A	
Online Education Course	\$30.00	N/A	
Rectangular Self-Inking Stamp <i>(choose stamp case color)</i>	\$19.00		
Missouri Notary Public Record Book	\$9.00		
4 YEAR ERRORS & OMISSIONS POLICIES			
\$ 10,000 Errors & Omissions Policy	\$40.00	N/A	
\$ 25,000 Errors & Omissions Policy	\$60.00	N/A	
\$ 50,000 Errors & Omissions Policy	\$208.00	N/A	
\$100,000 Errors & Omissions Policy	\$416.00	N/A	
ADDITIONAL SUPPLIES			
Round Self-Inking Stamp	\$23.00		
Notary Embosser <i>(additional colors available online)</i>	\$24.50		
Impression Inker	\$14.50		
Mobile Stamp <i>(choose stamp case color)</i> <input type="checkbox"/> Charcoal <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Silver	\$22.00		
Display Sign	\$14.00		
American Society of Notaries One Year Membership	\$39.00	N/A	
Heavy Duty Round Self-Inking Stamp	\$35.00		
Shipping & Handling			\$7.00
AMOUNT ENCLOSED			

*Add applicable Missouri state and local sales tax.

If we cannot process your order within 12 months due to lack of information, we are no longer obligated to fulfill your order and payment becomes non-refundable.

Payment: Check Money Order    

Card No.: _____

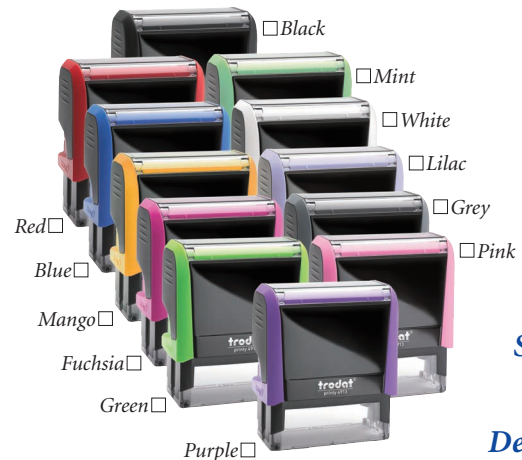
Expiration Date: _____

Security Code: _____

Signature: _____
For Credit Card Authorization Only

Daytime Phone: (____) _____

(✓) Choose your stamp case COLOR:
If no stamp color is specified, you will receive Black.



See Reverse Side for Product Descriptions!

Mail my products to: Home Business Other Address:

Business Name _____

Street Address/PO Box _____

City _____ State _____ Zip _____

Email Address (Any email you provide on the order form or application will be used to contact you about processing your order, notary news, law updates and renewal reminders.) _____

ORDER YOUR NOTARY PUBLIC SUPPLIES NOW!

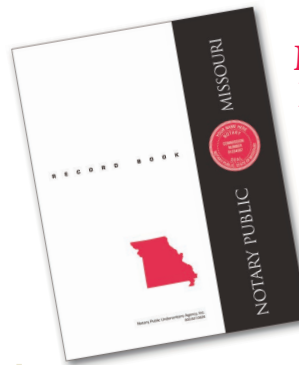
Or Visit Our Website at www.NotaryMissouri.com



Online Education Course

\$30⁰⁰

Missouri law requires that all applicants take an education course. Our state-approved course will assist you in your duties as a notary public and keep you abreast of current notary laws. To complete our state-approved online course go to www.NotaryMissouri.com. (Non-Taxable)



Missouri Notary Public Record Book

\$8⁰⁰

Record the details of the notarial acts you perform with this record book. It includes room for 244 entries and complete "how to" instructions.

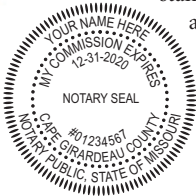
Maintaining a record book is required by Missouri law.



Round Self-Inking Stamp

\$23⁰⁰

The Trodat® round self-inking stamp produces thousands of consistent impressions without the need of a separate stamp pad. Designed to produce an imprint equal in size to the notary embosser. This stamp can also be carried without creating a mess thanks to the cap supplied.



Round State Approved Notary Stamp - not actual size.



Rectangular Self-Inking Stamp

\$19⁰⁰

Express yourself with one of our colorful self-inking stamps! The Printy stamp from Trodat® is now available in many exciting colors. Get clear, crisp impressions without using a stamp pad.

(Choose stamp case color on front of form.)



TONYA L. BISHOP
My Commission Expires
September 12, 2020
St. Louis County
Commission #12345678

State Approved Rectangular Notary Stamp - not actual size.

Notary Embosser

\$24⁵⁰



This portable embosser, with soft rubber grip handle, produces a clear, raised impression with every use. The superior workmanship ensures the embosser will last for the life of your commission and beyond. Missouri law requires inking of embossed seal imprint. We recommend our impression inker. *Additional colors available online.*

Impression Inker

\$14⁵⁰

A must have, since Missouri law requires inking of embossed seal imprints. The inker quickly marks the raised portion of the impression with black ink.



If no stamp color is specified, you will receive Charcoal.

Mobile Stamp

\$22⁰⁰

This compact stamp is perfect if you are always on the go. It's convenient for traveling, while still producing crisp, clear impressions, making it a great addition to your regular notary stamp.

Display Sign

\$14⁰⁰

This professional 5" x 7" personalized notary sign may be displayed on your wall or desk. It is custom engraved with your name and is attractively finished with gold raised lettering on a black background.



One Year Membership

\$39⁰⁰

American Society of Notaries

The oldest national non-profit association for notaries public in the United States. Benefits include instant information, toll-free helpline, newsletters, membership certificate and more. (Non-Taxable)



Heavy Duty Round Self-Inking Stamp

\$35⁰⁰

High-quality stamp designed for high volume usage and many years of service. Great for notary and professional legal seals.

Lifetime Guarantee on all Stamps and Seals!
1.800.821.0826 • www.NotaryMissouri.com

Notary Public
UNDERWRITERS AGENCY, INC.

WHO PROTECTS YOU?

The Notary Bond Protects the Public. Errors & Omissions Insurance Protects You!

Lawsuits involving Missouri notaries are on the rise. Even if the suit is not valid, you may still face an expensive legal bill for defending yourself. The required notary bond protects the public, not you.

Notary Public Errors & Omissions Insurance defends you against lawsuits. For pennies a day you can be protected against financial loss.

Can you afford a costly lawsuit because you made a small mistake during a notarization?

Gain peace of mind. Purchase the Notary Errors & Omissions policy that best fits your needs.

Errors & Omissions is Affordable. Make Sure You're Covered.

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. Or visit our website:

www.NotaryMissouri.com

Consider these Actual Cases:

- A property owner and a bank sued a Notary. She did nothing wrong, but was deceived by identity thieves. The Notary chose to pay to settle both lawsuits rather than endure prolonged litigation. *An Errors & Omissions policy would have protected her.*
- A Notary witnessed the signature of a minor on a deed transfer, using a passport as identification. When the parents divorced, the Notary was sued on behalf of the child by her legal guardian. Because she had an Errors & Omissions policy, the Notary avoided substantial legal fees. *She was fully protected.*
- In a real estate transaction, a Notary witnessed signatures that later proved to be forgeries. Even though she was acting on instructions from her boss, the notary was held liable for \$5,000 in damages.

See the Order Form to Sign Up – TODAY!

All Prices Cover Your Entire 4-Year Term!

PRODUCT DESCRIPTION	PRICE
\$10,000 Errors & Omissions Policy	\$40.00
\$25,000 Errors & Omissions Policy	\$60.00
\$50,000 Errors & Omissions Policy	\$208.00
\$100,000 Errors & Omissions Policy	\$416.00

Notary Public
UNDERWRITERS AGENCY, INC.

P. O. Box 1956
Jefferson, MO 65102-1956