

How to become a licensed notary in Missouri

Already a notary? Tell us here: [I'm a Notary](#)

By Marg Olson

Notaries are important because every signed petition turned into the Secretary of State (SOS) needs to be notarized. We'll need notaries at every campaign weekly petition turn-in, all across the state. The person who gathered the signatures affirms during turn-in and notarization that they saw the voters sign the petition. At the end of the campaign, we'll turn in all of these pages to the SOS.

The process to become a Notary in Missouri takes 2-3 weeks. It cost me a total of \$99.65 as broken down here:

- a. Secretary of State application fee: \$25.75
- b. 4 year surety bond from MissouriNotary.com: \$30.00
- c. Stamp and log book (inc shipping): \$43.90

I did this in February of 2024. Prices may have changed.

The steps

Go to the Missouri Secretary of State's [How to Become a Notary webpage](#). It's all laid out there in 6 steps!

I started with downloading and reading the Missouri Notary Public Handbook. After studying that for a few hours over a few days I went to the [Notaries & Commissions webpage](#), clicked on the Register button and created an account.

Once you have an account, you have access to the training course and the online test. After you pass the training course you can submit your [application](#) to the Secretary of State (SoS) either online or by regular mail.

You will receive a certificate of commission from the SoS office. This will include your commission number. Once you have that in hand, you can purchase a [surety bond](#). I searched 'notary surety bonds' and found several options. I can't really recommend one over another. Mine cost \$30 for the four years of my commission. I purchased it online so it went into effect immediately and I was able to download the proof of bond immediately.

Now that you have your certificate of commission and your proof of surety bond, you need to go to the County Clerk's office of the county you reside in. There you will fill out another form and be officially sworn in as a public notary for the State of Missouri. Contact your County Clerk's office before you go in to be sure that they have received your certificate from the SoS office electronically. They have to have that before they can swear you in. There was some delay with mine so it took a couple of calls to Jefferson City and a couple of trips to the County Clerk's before I was able to get sworn in. You need to mail a copy of that swearing in form back to Jefferson City.

Once you have all of that done you can order your stamp and log book. Again, I just searched notary supplies and found a stamp and book that I liked.

I became a notary to help with another amendment effort. I was fortunate that I met an experienced notary who worked with me the first time I notarized petitions and showed me how to do it. I would suggest you do the same. We had a few notarization meetings here in Rolla where signature collectors from surrounding counties came together to get the notarization done. I'd be happy to do that again.

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