

# INSTRUCTIONS FOR APPLICATION AND SWEARING IN

## First Step - Application Process

If you are not a Missouri resident, do not complete the enclosed application. To receive the nonresident form, visit our website at [www.NotaryPublicUnderwriters.com](http://www.NotaryPublicUnderwriters.com) or email: [info.mo@npuonline.com](mailto:info.mo@npuonline.com).

### STEP 1 ► ONLINE EDUCATION COURSE & EXAM

The state of Missouri requires notaries to complete a notary education course and read the Missouri Notary Public Handbook prior to submitting their notary application.

Visit [www.NotaryPublicUnderwriters.com](http://www.NotaryPublicUnderwriters.com) to complete the course and retrieve your exam. Once the course and exam are completed, print the exam and submit it with your completed notary 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.

Carefully read and answer questions 9-17 with "yes" or "no." Submit additional documentation if applicable.

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

### STEP 4 ► PAYMENT

Mail the application, exam 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

**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 #18 below)

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

3. County of Residence or place of regular business (St. Louis City Residents, please specify St. Louis City) Cole

4. Daytime Phone Number 314-555-8292 Email 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?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
10. Are you able to read and write the English language?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
11. Do you reside legally in the United States? (Section 245, Immigration and Nationality Act requires that you, attach a copy of your green card)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
12. Do you live or work in the county within and for which you have requested to be commissioned?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
13. In the last five years have you ever been denied, revoked, suspended, restricted or resigned a notarial commission, professional license, or public office in this or any other state or nation? (If yes, attach a separate letter indicating reason and date)	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
14. In the last five years have you ever been convicted of or pled guilty or nolo contendere to any felony in this or any other state or nation? (If yes, attach a file and supporting documentation of such convictions or pleas of guilt or nolo contendere)	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
15. Do you have claims pending or disposed against your notary bond held or any civil findings or admissions of fault or liability regarding your activities as a notary in this or any other state or nation?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
16. Have you read the Missouri Notary Public Handbook and know the laws and duties of a Notary Public?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
17. Have you completed a state-approved notary training? (Attach your certificate of completion or your completed written notary training form)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

18. Declaration of Applicant  
STATE OF MISSOURI

I, Michelle Walls, do solemnly swear or affirm under penalty of perjury that the personal information in this application is true, complete, and correct that I understand the official duties and responsibilities of a Notary Public in Missouri, as explained in the notary public handbook; and that I will perform, to the best of my ability, all notarial acts in accordance with the law.

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

MO-01 (08/2020)

## Second Step - Swearing In Process

- A) Within 10 business days of filing your application, 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 contact us at 1.800.821.0826 or [info.mo@npuonline.com](mailto:info.mo@npuonline.com).
- B) Email us a copy of your commission letter so we can send you 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.**
- D) Once you have been sworn in, you will receive your commission certificate and instructions to mail your bond and oath to the state within 7 days.

**If you purchased your notary products from us, they will be mailed after you have sent us a copy of your commission certificate and we have verified your commission through the Secretary of State's website.**

Please contact us for answers to your questions about completing this form.

[info.mo@npuonline.com](mailto:info.mo@npuonline.com) • 800.821.0826  
[www.NotaryPublicUnderwriters.com](http://www.NotaryPublicUnderwriters.com)

**Notary Public**  
UNDERWRITERS AGENCY, INC.



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

**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 #18 below)
2. Home Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
3. County of Residence or place of regular business (St. Louis City Residents, please specify St. Louis City) \_\_\_\_\_
4. Daytime Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_
5. Employer/Name of Business \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
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 at least eighteen years of age?  YES  NO
10. Are you able to read and write the English language?  YES  NO
11. Do you reside legally in the United States? (*Section 245, Immigration and Nationality Act requires that you, attach a copy of your green card*)  YES  NO
12. Do you live or work in the county within and for which you have requested to be commissioned?  YES  NO
13. In the last five years have you been denied, revoked, suspended, restricted or resigned a notarial commission, professional license, or public office in this or any other state or nation? (*If yes, attach a separate letter indicating reason and date.*)  YES  NO
14. In the last five years have you ever been convicted of or pled guilty or nolo contendere to any felony in this or any other state or nation? (*If yes, attach a list and supporting documentation of such convictions or pleas of guilt or nolo contendere.*)  YES  NO
15. Do you have claims pending or disposed against your notary bond held or any civil findings or admissions of fault or liability regarding your activities as a notary in this or any other state or nation? (*If yes, attach a list and supporting documentation of such.*)  YES  NO
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? (*Attach your certificate of completion or your completed written notary training form.*)  YES  NO
18. Declaration of Applicant  
 STATE OF MISSOURI

I, \_\_\_\_\_, do solemnly swear or affirm under penalty of perjury that the personal information in this application is true, complete, and correct; that I understand the official duties and responsibilities of a Notary Public in Missouri, as explained in the notary public handbook; and that I will perform, to the best of my ability, all notarial acts in accordance with the law.

**X** \_\_\_\_\_  
**Signature of Applicant (Signature MUST appear as it is typed or written in #1 above)**

# ORDER FORM - MISSOURI

800.821.0826 • www.NotaryPublicUnderwriters.com • info.mo@npuonline.com



## Notary Public

UNDERWRITERS AGENCY, INC.

P.O. Box 7457 • Tallahassee, FL 32314-7457

### RECOMMENDED NOTARY PACKAGE

#### Premium Notary Package

**\$1190\***

- > 4 Year \$10,000 Notary Bond - \$30.00
- > State Filing Fees - \$25.00
- > Online Notary Education Course - \$30.00
- > Rectangular Self-Inking Stamp - \$24.00 (Plus Tax)  
*(Your choice of stamp case color!)*
- > Notary Public Record Book - \$10.00 (Plus Tax)

#### Classic Notary Package

**\$12395\***

- > 4 Year \$10,000 Notary Bond - \$30.00
- > State Filing Fees - \$25.00
- > Online Notary Education Course - \$30.00
- > Round Self-Inking Stamp - \$28.95 (Plus Tax)  
*(Your choice of stamp case color!)*
- > Notary Public Record Book - \$10.00 (Plus Tax)

#### Deluxe Notary Package

**\$17900\***

- > 4 Year \$10,000 Notary Bond - \$30.00
- > State Filing Fees - \$25.00
- > Online Notary Education Course - \$30.00
- > Rectangular Self-Inking Stamp - \$24.00 (Plus Tax)  
*(Your choice of stamp case color!)*
- > Notary Public Record Book - \$10.00 (Plus Tax)
- > \$25,000 Errors & Omissions Policy - \$60.00

PRODUCT DESCRIPTION	PRICE	TAX**	COST
Premium Notary Package	\$119.00		
Classic Notary Package	\$123.95		
Deluxe Notary Package	\$179.00		
4 Year \$10,000 Notary Bond	\$30.00	N/A	
<b>4 YEAR ERRORS &amp; OMISSIONS POLICIES</b>			
\$ 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	
<b>ADDITIONAL SUPPLIES</b>			
Online Notary Education Course	\$30.00	N/A	
Notary Public Record Book	\$10.00		
Round Self-Inking Stamp* <i>(choose stamp case color)</i>	\$28.95		
Heavy Duty Round Self-Inking Stamp*	\$44.95		
Rectangular Self-Inking Stamp*	\$24.00		
Notary Embosser* <i>(additional colors available online)</i>	\$31.95		
Impression Inker	\$18.75		
Rectangular Mobile Stamp* <i>(choose stamp case color)</i>	\$25.50		
Display Sign <i>(additional colors available online)</i>	\$15.00		
American Society of Notaries One Year Membership	\$39.00	N/A	
Heavy Duty Rectangular Self-Inking Stamp*	\$38.95		
<b>Shipping &amp; Handling</b>			<b>\$9.95</b>
			<b>AMOUNT ENCLOSED</b>

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.

\* Missouri law requires a notary public only have one stamp and/or embosser.

\*\* Add applicable Missouri state and local sales tax.

Payment:  Check  Money Order

Name On Card: \_\_\_\_\_

Card No.: \_\_\_\_\_ Expires: \_\_\_\_\_ MM/YY

Security Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_  
For Credit Card Authorization Only

### Choose your stamp case COLOR:

#### Rectangular Self-Inking Stamp



#### Round Self-Inking Stamp



See Reverse Side  
for Product  
Descriptions!

#### Rectangular Mobile Stamp



Mail My Products To:  Home  Business  Other Address:

Business Name (If applicable) \_\_\_\_\_

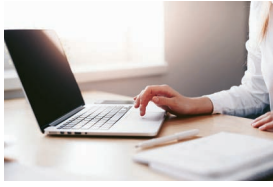
Street Address/PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address (By providing your email address on the order form or application, you are opting in to receive emails such as order statuses, renewal reminders, law updates and other notary related information.)

# ORDER YOUR NOTARY PUBLIC SUPPLIES NOW!

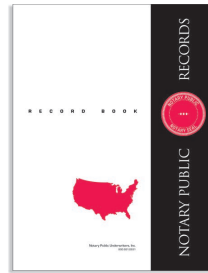
For More Notary Products & Options Visit Our Website at [www.NotaryPublicUnderwriters.com](http://www.NotaryPublicUnderwriters.com)



## Online Education Course

\$30<sup>00</sup>

This state approved, comprehensive course satisfies Missouri's statutory directive for applicants to complete a notary education course or read the Missouri Notary Public Handbook prior to submitting their notary application. Our course helps notary applicants successfully pass the exam and learn best practices. Plus, the state-required exam is available for download. To complete our course and state exam go to [www.NotaryPublicUnderwriters.com](http://www.NotaryPublicUnderwriters.com). (Non-Taxable)



## Notary Public Record Book

\$10<sup>00</sup>

Record the details of the notarial acts you perform with this record book. It includes room for 256 entries and complete "how to" instructions.  
**Maintaining a record book is required by Missouri law.**

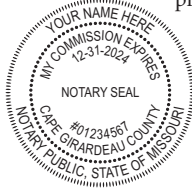
## Round Self-Inking Stamp

\$28<sup>95</sup>

The Trodat® round self-inking stamp produces thousands of consistent impressions and can also be carried without creating a mess thanks to the cap supplied. (Choose stamp case color on front of form.)



Round stamp & Embosser imprint - not actual size.



## Heavy Duty Round Self-Inking Stamp

\$44<sup>95</sup>

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



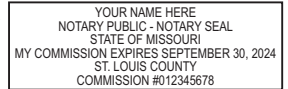
## Rectangular Self-Inking Stamp

\$24<sup>00</sup>

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.)



Rectangular stamp imprint - not actual size.



## Notary Embosser

\$31<sup>95</sup>

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

\$18<sup>75</sup>

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.



## Rectangular Mobile Stamp

\$25<sup>50</sup>

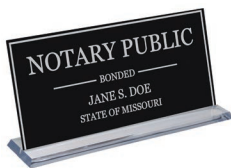
This compact stamp is perfect if you are always on the go. It's convenient for traveling, while still producing crisp, clear impressions, making it a great addition to your regular notary stamp. (Choose stamp case color on front of form.)



## Display Sign

\$15<sup>00</sup>

Advertise your services with this 3.75" x 7.875" personalized display sign. Custom engraved with your name in white lettering on a black background set on a clear acrylic base. Additional colors available online.



One Year Membership

\$39<sup>00</sup>

## American Society of Notaries

Join the nation's original professional non-profit association for notaries public in the United States. American Society of Notaries is dedicated to providing its members with education, professional service and technical support; promoting high ethical standards; and increasing public awareness of notaries' valuable contributions. (Non-Taxable)

## Heavy Duty Rectangular Self-Inking Stamp

\$38<sup>95</sup>

This professional stamp is ideal for notaries adding their official seal to documents with ease and efficiency. An excellent choice for high volume usage.



**Lifetime Guarantee on all Stamps and Seals!**  
1.800.821.0826 • [www.NotaryPublicUnderwriters.com](http://www.NotaryPublicUnderwriters.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 or [info.mo@npuonline.com](mailto:info.mo@npuonline.com), between 7:00 a.m. and 4:00 p.m. CST and we'll be happy to help.

Or visit our website:

[www.NotaryPublicUnderwriters.com](http://www.NotaryPublicUnderwriters.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 Errors & Omissions policies are underwritten by Universal Surety of America.

**Notary Public**  
UNDERWRITERS AGENCY, INC.

P.O. Box 7457 • Tallahassee, FL 32314-7457  
800.821.0826 • [info.mo@npuonline.com](mailto:info.mo@npuonline.com)