

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 or email: 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 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.

The form is titled "Application for Commission as a Notary Public" and includes the Missouri state seal and the name of the Secretary of State, Denny Hoskins. The applicant's name is Michelle Walls, and the form is filled out with her personal and professional information. The form includes a section for "Check YES or NO for the following questions" with checkboxes for YES and NO. The applicant has signed the form with a red X over her signature.

State of Missouri
Denny Hoskins, 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

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? 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? (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? (Yes, attach a list and supporting documentation of such convictions or pleas of guilty 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? (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

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 (01/2025)

Second Step - Swearing In Process

- 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.
- Email us a copy of your commission letter so we can send you your pre-paid bond.
- 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.**
- 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 • 800.821.0826
www.NotaryPublicUnderwriters.com

Notary Public
UNDERWRITERS AGENCY, INC.



State of Missouri
Denny Hoskins, Secretary of State

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

Print or Type

- 1. Name (This name must appear as it is signed in #18 below) Date of Birth (MM/DD/YYYY)
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, (Name of Applicant), 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

Select One of These Notary Packages!

Basic Notary Package

\$11900*

- > 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)

Standard Notary Package

\$15900*

- > 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)
- > \$10,000 Errors & Omissions Policy - \$40.00

Professional 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
Basic Notary Package	\$119.00		
Standard Notary Package	\$159.00		
Professional Notary Package	\$179.00		
4 Year \$10,000 Notary Bond	\$30.00	N/A	
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			
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		
Shipping & Handling			\$12.95
			AMOUNT ENCLOSED

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) _____

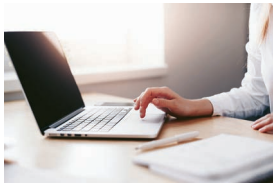
Street Address/PO Box _____

City _____ State _____ Zip _____

Email Address (By providing your email address, 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!

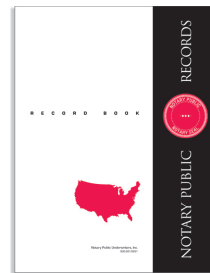
For More Notary Products & Options Visit Our Website at www.NotaryPublicUnderwriters.com



Online Education Course

\$30⁰⁰

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. (Non-Taxable)



Notary Public Record Book

\$10⁰⁰

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

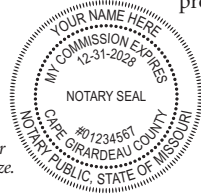
\$28⁹⁵

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

\$44⁹⁵

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



Rectangular Self-Inking Stamp

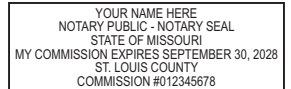
\$24⁰⁰

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

\$31⁹⁵

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

\$18⁷⁵

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

\$25⁵⁰

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

\$15⁰⁰

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

\$39⁰⁰

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

\$38⁹⁵

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

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, 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

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.

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