

## NOTARY PUBLIC INFORMATION

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Notary handbooks and applications are available on the Secretary of State's website or at the Ray County Clerk's Office.

### **To qualify for a Notary Commission:**

- 1) You must be at least 18 years of age.
- 2) You must be a registered voter in the county within and for which you are commissioned.
- 3) You must apply for the county in which you legally reside.

### **Steps to becoming a Missouri Notary Public:**

- 1) Read booklet provided by State  
(can be obtained on the Secretary of State's website or from the Clerk's Office)
- 2) Second completed application to the State along with a \$25 fee made payable to: State Director of Revenue.  
(Application is on the Secretary of State's website or in the booklet)
- 3) You will need to obtain an insurance bond in the amount of \$10,000 (this should be done after a letter is received from the Secretary of State's office notifying you of your commission dates)
- 4) You then sign the Oath of Office and the Notary ledger in the Clerk's office, and pick up your certificate.  
(The fee is \$15)
- 5) All that remains to do is get your notary stamp and supplies.  
(The County Clerk's Office **DOES NOT** sell notary supplies)