

SPS process regarding Notary Public Commissions (New or Renew)

Created jointly by Human Resources and
Educational Services, Spring 2016

Per Board directive JECA December 2006 each SPS school will have one District-provided Notary Public on-site.

1. Administrative Professional (AP) identifies the need to become a Notary Public (new or renew).
2. AP accesses notary instructions and packet by [clicking here](#). Directions on how to complete the packet can be found [here](#).
3. AP should follow instructions labeled, How to *Become a Notary*. Additional instructions are on the left column of the webpage.

Link to Missouri Notary Handbook: <https://s1.sos.mo.gov/Business/Notary/handbook>

Links to Missouri Notary Training Course:

ONLINE: [Click here](#) to login or create an account

WRITTEN: [Click here](#)

4. Upon successful completion of the training course, AP should PRINT the Certificate of Completion available at the end of the course, and proceed with completion of the “Application for Commission as a Notary Public” form. AP should be certain to PRINT their name EXACTLY as they want their commission issued AND how they will be signing it to notarize documents.
5. If completing this process on-line, AP should choose Missouri Value Package 1 (\$26.95), add the 4-Year Bond (\$30), with the State Filing Fee (\$25.00) to add to their cart. If completing on paper, ORDER FORM is pre-filled and requires only your calculation of total. If order is completed on-line, AP will be given an order number to reference when submitting Commission Letter from the Secretary of State.
6. AP should use their school’s district-issued procurement card for payment and complete shipping information with their school’s address for delivery. Upon receipt of their notary supplies and “swearing-in” at County Clerk’s office, AP should submit a Journal Entry reimbursement for their Notary fees and an Employee Reimbursement for their County Clerk’s “swearing in” fee to Thecia Dixon, Human Resources for processing.

7. AP must [FAX](#) or [EMAIL](#) a copy of their completed packet (Certificate of Completion, Notary Application, and Order Form) to American Association of Notaries @ either 1-800-721-2664 (FAX) or sales@usnotaries.com (eMail). AP should call AAN to confirm their receipt of completed notary paperwork (Phone 1-800-721-2663).
8. When AP receives their Commission Letter from the Missouri Secretary of State, they should immediately [FAX](#) or [EMAIL](#) a copy to American Association of Notaries @ either 1-800-721-2664 (FAX) or sales@usnotaries.com (eMail). (Please note: Secretary of State will not process renewal until Notary is within 8 weeks of commission expiration.)
9. Provided they have received payment, American Association of Notaries will ship AP's notary supplies, via UPS, to AP's school mailing address as noted on the ORDER FORM.
10. Upon receipt of notary supplies, AP should take their Notary Bond and Commission Letter to the County Clerk's office to be sworn in.
11. AP should submit necessary forms for both a Journal Entry Reimbursement for their notary fees, and an Employee Reimbursement for their County Clerk fee (\$6.00), to Thecia Dixon, Human Resources, for processing.

Helpful Resources:

SPS Contacts:

SPS Human Resources, 523-4647

Links to Contact Information for American Association of Notaries (www.missourinotary.com)

<https://secure.usnotaries.net/us/contact.asp>