

SECTION	USAGE	BRIEF DESCRIPTION	EFFECTIVE DATE	BILL PAGE #
<b>House Bill No. 1655, relating to official documents</b>				
002.000.0020	Amend	Preservation of original rolls.	8/28/2020	2
002.000.0110	Amend	Constitution - printing and distribution.	8/28/2020	2
059.000.0568	New	Electronic record of document presented for recordings pursuant to chapter 442 or 443.	8/28/2020	2
059.000.0569	New	Paper copy of electronic document presented for recordings pursuant to chapter 442 or 443.	8/28/2020	3
367.000.0031	Amend	Loss of pawn ticket, notarization of written affidavit.	8/28/2020	5
442.000.0145	New	Acknowledgments of instruments, personal appearance.	8/28/2020	7
486.000.0600	New	Notarial acts, definitions.	8/28/2020	7
486.000.0605	New	Qualifications for notary - application, basis for denial of - appeal.	8/28/2020	10
486.000.0610	New	Term of office - existing bond, seal, length of term, and liability.	8/28/2020	11
486.000.0615	New	Oath of office - bond required.	8/28/2020	12
486.000.0620	New	Commission to be issued, when - duties of county clerk.	8/28/2020	12
486.000.0625	New	Application, format established by secretary of state.	8/28/2020	12
486.000.0630	New	Application, form of, fee.	8/28/2020	13
486.000.0635	New	Application records, authorized disclosure, closed record.	8/28/2020	14
486.000.0640	New	Authority to perform notarial acts.	8/28/2020	14
486.000.0645	New	Requirements for notarial acts - notary disqualified, when - collection of nonnotarial fee.	8/28/2020	14
486.000.0650	New	Nondiscrimination - duty to perform notarial acts, exceptions.	8/28/2020	15
486.000.0655	New	Influence to enter into or avoid transaction prohibited - no authority to determine lawfulness or truthfulness of document or transaction.	8/28/2020	15
486.000.0660	New	Prohibited acts - false information or incomplete certificate.	8/28/2020	15
486.000.0665	New	Prohibited acts - incomplete documents or photographs.	8/28/2020	16
486.000.0670	New	Prohibited acts - intent to deceive or defraud - endorse or oppose political candidates or ballot measures.	8/28/2020	16
486.000.0675	New	Unauthorized practice of law - services permitted if otherwise qualified.	8/28/2020	16
486.000.0680	New	Prohibited acts, when advertising in a language other than English.	8/28/2020	16
486.000.0685	New	Maximum fees - travel fee charged, when - charge for absentee ballots or voter registrations, prohibited - display of fee schedule.	8/28/2020	17
486.000.0690	New	Payment prior to performance of notarial act - nonrefundable, when.	8/28/2020	17
486.000.0695	New	Employer of a notary public, prohibition on fees, nondiscrimination - private employer - governmental employer, fee retention or waiver.	8/28/2020	18
486.000.0700	New	Notary to keep journal.	8/28/2020	18
486.000.0705	New	Information to be recorded in journal.	8/28/2020	18
486.000.0710	New	Examination and copying of journal permitted, when - maximum copy charges - certified copy fee - certified copies of journal, to be furnished at no cost, when.	8/28/2020	19

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<b>House Bill No. 1655, relating to official documents</b>				
486.000.0715	New	Duty to safeguard journal - surrender or destruction, by court order or direction of secretary - theft, loss, destruction, or damage, notice to secretary - resignation, revocation, or expiration, delivery of records to secretary.	8/28/2020	19
486.000.0725	New	Notarization of paper document - seal, use and duties - theft, loss, damage of seal, notice to secretary - destruction or defacement of seal, resignation or expiration - revocation, surrender of seal to secretary for disposal.	8/28/2020	19
486.000.0730	New	Seal, contents, form.	8/28/2020	20
486.000.0735	New	Notary public seal manufacturer registration, requirements, penalty for violation.	8/28/2020	21
486.000.0740	New	Notarial certificate, requirements.	8/28/2020	21
486.000.0745	New	Paper notarial certificate - error or omission, correction.	8/28/2020	22
486.000.0750	New	Certificate, form of.	8/28/2020	22
486.000.0755	New	Jurat certificate, form of	8/28/2020	23
486.000.0760	New	Certificate, signature or mark, form of.	8/28/2020	24
486.000.0765	New	Certificate, certified copy, form of.	8/28/2020	24
486.000.0770	New	Authentication and apostille, form of.	8/28/2020	24
486.000.0775	New	Notarial acts - performance, by whom - notarial act in another state - notarial act under federal authority - foreign notarial act.	8/28/2020	26
486.000.0780	New	Change of address, notice of, effect of.	8/28/2020	27
486.000.0785	New	Change of name by notary, notice to secretary of state, effect of, fee.	8/28/2020	28
486.000.0790	New	Resignation, notice to secretary of state.	8/28/2020	28
486.000.0795	New	Disposal of seals and journal and notarial records, when and how.	8/28/2020	28
486.000.0800	New	Death of notary, notice to secretary of state.	8/28/2020	29
486.000.0805	New	Liable in damages, when - surety - employer.	8/28/2020	29
486.000.0810	New	Grounds for revocation of commission - investigation - appeals, rulemaking authority.	8/28/2020	30
486.000.0815	New	Grounds for suspension of commission - hearings and appeals, rulemaking authority.	8/28/2020	30
486.000.0820	New	Publication of suspension or revocation list.	8/28/2020	31
486.000.0825	New	Other sanctions or remedies not precluded.	8/28/2020	31
486.000.0830	New	Rulemaking authority.	8/28/2020	31
486.000.0900	New	Electronic notarial acts, definitions.	8/28/2020	31
486.000.0902	New	Provisions of law regarding performance of in person electronic notarial acts supplement and control over provisions regarding notarial acts.	8/28/2020	32
486.000.0905	New	Requirements to perform electronic notarial acts.	8/28/2020	32
486.000.0910	New	Electronic notarial acts, course of instruction and examination, content.	8/28/2020	32
486.000.0915	New	Term of registration.	8/28/2020	33
486.000.0920	New	Registration to perform electronic notarial acts, form of - basis for denial of - registration form information, closed record, exceptions.	8/28/2020	33
486.000.0925	New	Authority to perform electronic notarial acts.	8/28/2020	34

SECTION	USAGE	BRIEF DESCRIPTION	EFFECTIVE DATE	BILL PAGE #
<b>House Bill No. 1655, relating to official documents</b>				
486.000.0930	New	Requirements for electronic notarial acts.	8/28/2020	34
486.000.0935	New	Electronic notarial certificate, form of.	8/28/2020	34
486.000.0940	New	Attachment or association of registered electronic signature and registered electronic notary seal - registered electronic signature, form of - electronic notary, sole control - proper use.	8/28/2020	35
486.000.0945	New	Journal, permanently bound and electronic.	8/28/2020	36
486.000.0947	New	Information to be recorded in electronic journal, electronic notarial acts.	8/28/2020	36
486.000.0950	New	Electronic journal, capabilities of - access instructions, provided to secretary of state.	8/28/2020	37
486.000.0955	New	Disposal of electronic journal, when and how.	8/28/2020	38
486.000.0960	New	Maximum electronic notary fees - electronic notary travel fee charged, when - nondiscrimination - display of fee schedule.	8/28/2020	38
486.000.0965	New	Payment prior to performance of electronic notarial act - nonrefundable, when.	8/28/2020	39
486.000.0970	New	Authentication and apostille, form of.	8/28/2020	39
486.000.0975	New	Authentication and apostille, maximum fee charged by secretary of state.	8/28/2020	40
486.000.0980	New	Change of e-mail address, notice of.	8/28/2020	40
486.000.0985	New	Changes in application or vendor technology, notice of, effect of.	8/28/2020	40
486.000.0990	New	Change in commission status, effect on electronic notary registration.	8/28/2020	40
486.000.0995	New	Change in commission status, disposal of technology.	8/28/2020	41
486.000.1000	New	Improper performance of electronic notarial acts, liability, sanctions, and remedies.	8/28/2020	41
486.000.1005	New	Termination of registration, basis for - appeal - investigation.	8/28/2020	41
486.000.1010	New	Offense of impersonating an electronic notary public - offense of soliciting, coercing, or improperly influencing an electronic notary.	8/28/2020	41
486.000.1100	New	Remote online notarial acts, definitions.	8/28/2020	42
486.000.1105	New	Provisions of law regarding performance of remote online notarial acts supplement and control over provisions regarding notarial acts and electronic notarial acts.	8/28/2020	43
486.000.1110	New	Remote online notarial acts, rulemaking authority.	8/28/2020	43
486.000.1115	New	Standards for remote online notarization, approval of secretary of state - minimum remote online notarization software standards - testify and certification of remote online notarization software.	8/28/2020	43
486.000.1120	New	Requirements to perform remote online notarial acts.	8/28/2020	44
486.000.1125	New	Remote online notarial acts, course of instruction and examination, content.	8/28/2020	44
486.000.1130	New	Registration to perform remote online notarial acts, form of - basis for denial of - registration form information, closed record, exceptions.	8/28/2020	44
486.000.1135	New	Term of registration.	8/28/2020	45

SECTION	USAGE	BRIEF DESCRIPTION	EFFECTIVE DATE	BILL PAGE #
<b>House Bill No. 1655, relating to official documents</b>				
486.000.1140	New	Authority to perform remote online notarial acts.	8/28/2020	45
486.000.1145	New	Satisfactory evidence of identity for remote online notarial acts.	8/28/2020	45
486.000.1150	New	Requirements for remote online notarial acts.	8/28/2020	45
486.000.1155	New	Physical location of notary within state - location of remotely located individual - governing law.	8/28/2020	46
486.000.1160	New	Remote online notary transaction fee.	8/28/2020	46
486.000.1165	New	Remote online notarial certificate, form of.	8/28/2020	46
486.000.1170	New	Attachment or association of registered electronic signature and registered electronic notary seal - registered electronic signature, form of - electronic notary, sole control - proper use.	8/28/2020	47
486.000.1175	New	Remote online jurat certificate, form of.	8/28/2020	48
486.000.1180	New	Remote online certificate, signature or mark, form of.	8/28/2020	49
486.000.1185	New	Electronic journal and permanently bound journal, records of remote online notarial acts.	8/28/2020	49
486.000.1190	New	Information to be recorded in electronic journal, remote online notarial acts.	8/28/2020	50
486.000.1195	New	Electronic journal of remote online notarial acts, capabilities of - access instructions, provided to secretary of state.	8/28/2020	51
486.000.1200	New	Audio and video recordings of performance of remote online notarial acts.	8/28/2020	51
486.000.1205	New	Security and exclusive control of electronic document, electronic signature, and electronic seal.	8/28/2020	51
578.000.0700	New	Offenses relating to notaries and notarial acts.	8/28/2020	52
486.000.0200	Repeal	Definitions.	8/28/2020	53
486.000.0205	Repeal	Notary public, how appointed.	8/28/2020	53
486.000.0210	Repeal	Notary's authority to be statewide.	8/28/2020	53
486.000.0215	Repeal	Term of office.	8/28/2020	53
486.000.0220	Repeal	Qualifications for notary.	8/28/2020	53
486.000.0220	Repeal	Commission to be issued, when - contents.	8/28/2020	53
486.000.0225	Repeal	Application, form of, fee - renewal.	8/28/2020	54
486.000.0230	Repeal	Commission to be issued, when — contents.	8/28/2020	55
486.000.0235	Repeal	Bond required - oath, form of.	8/28/2020	55
486.000.0240	Repeal	Failure of applicant to appear and qualify, effect of.	8/28/2020	56
486.000.0245	Repeal	Register of notaries to be kept - bond, signature and oath to secretary of state - secretary of state notary seal database.	8/28/2020	56
486.000.0250	Repeal	Powers of notary.	8/28/2020	56
486.000.0255	Repeal	Notary disqualified, when.	8/28/2020	56
486.000.0260	Repeal	Notary to keep journal - exceptions.	8/28/2020	56
486.000.0265	Repeal	Certified copy of notary record, when given, fee - journal to be kept.	8/28/2020	57
486.000.0270	Repeal	Copies of notarial acts furnished on court order - fee.	8/28/2020	57
486.000.0275	Repeal	Signature of notary required, when - electronic signature sufficient, when, - rulemaking authority.	8/28/2020	57
486.000.0280	Repeal	Printed information required on notary certificate.	8/28/2020	57

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<b>House Bill No. 1655, relating to official documents</b>				
486.000.0285	Repeal	Notary public seal manufacturer registration, penalty for violation - seal, contents, form - application - property of notary.	8/28/2020	58
486.000.0290	Repeal	Illegibility of certificate, effect of.	8/28/2020	58
486.000.0295	Repeal	Change of address, notice of, effect of.	8/28/2020	58
486.000.0300	Repeal	Change of name by notary, notice to secretary of state, procedure, fee - signature, how signed.	8/28/2020	58
486.000.0305	Repeal	Loss of seal or journal, notice to secretary of state - new commission issued, notice to public - destruction of seal, notice to secretary of state.	8/28/2020	59
486.000.0310	Repeal	Resignation, notice to public, future applications - amendment of commission.	8/28/2020	59
486.000.0315	Repeal	Removal from county of residence, effect of - amended commission, when, procedure, fee.	8/28/2020	59
486.000.0320	Repeal	Notice of revocation of commission, compliance with.	8/28/2020	60
486.000.0325	Repeal	Automatic reappointment prohibited.	8/28/2020	60
486.000.0330	Repeal	Form of acknowledgments.	8/28/2020	60
486.000.0335	Repeal	Affirmations, form of.	8/28/2020	62
486.000.0340	Repeal	Executing witness defined - form of affidavit of executing witness.	8/28/2020	62
486.000.0345	Repeal	Facsimile may be certified - form of certification.	8/28/2020	63
486.000.0350	Repeal	Maximum fees - overcharges or charge for absentee ballots, effect of - travel fee charged, when.	8/28/2020	63
486.000.0355	Repeal	Liable in damages, when.	8/28/2020	64
486.000.0360	Repeal	Employer of a notary public liable, when.	8/28/2020	64
486.000.0365	Repeal	Sole cause not necessary to establish notary's liability.	8/28/2020	64
486.000.0370	Repeal	Penalty for notary's misconduct.	8/28/2020	64
486.000.0375	Repeal	Impersonation of a notary, penalty for.	8/28/2020	64
486.000.0380	Repeal	Unlawful possession of notary seal, journal or papers a misdemeanor, penalty.	8/28/2020	65
486.000.0385	Repeal	Grounds for revocation of commission.	8/28/2020	65
486.000.0390	Repeal	Unauthorized practice of law by notary, remedy for.	8/28/2020	65
486.000.0395	Repeal	Certification of notary's authority by the secretary of state, fee, form.	8/28/2020	66
486.000.0396	Repeal	Notary seal stolen, procedure.	8/28/2020	66
486.000.0405	Repeal	Term of notary not to be diminished, exception.	8/28/2020	66

SCS HCS HB 1655 -- SECRETARY OF STATE RECORDS

SECRETARY OF STATE RECORDS

This bill requires the Secretary of State to allow public inspection of the original rolls of laws passed by the General Assembly. The Constitution of Missouri shall be made available in print and online (Sections 2.020, 2.110).

NOTARY PUBLIC REGULATIONS

The bill modifies provisions relating to the certification of documents, including processes for the Recorder of Deeds and procedures for notaries public. In its main provisions the bill:

(1) Changes laws relating to land conveyances and recorder of deeds. If a document is required by law to be an original, on paper, or in writing for the purpose of recording, the document may be in electronic form. Furthermore, a requirement of notarization for a document or signature is satisfied if the electronic signature of the authorized person is attached to or logically associated with the document or signature. The bill also allows satisfaction of the document requirements if a paper copy of an electronic document bearing an electronic signature along with all other required information is certified by a notary. The form and requirements of such certification are provided for in this bill. The notary shall confirm that the electronic document contains an electronic signature that is capable of independent verification, shall personally print or supervise the printing of the document, and shall not make any changes to the document. A document conveying real property, recorded by a clerk, and not certified by a notary according to the bill shall put third persons on notice of the conveyance and is effective as if the document had been certified. The bill does not apply to the recording of certain plats, maps, or surveys of real property. For the purposes of proving or acknowledging a written instrument affecting real property by an officer, a person may appear before the officer by physical presence or by means of communication technology. (Sections 59.568, 59.569, and 442.145);

(2) In order to be commissioned as a notary, a person must be at least 18 years old, reside or have a regular place of work or business in Missouri, be a legal resident of the United States, read and write English, pass an examination, and submit an application with the Secretary of State. The Secretary is given discretion to deny any application for reasons specified in the bill. Once the Secretary has granted an application for a notary commission, the commission shall be presented to the appropriate county clerk and the applicant shall take an oath of office and

present a \$10,000 bond within 60 days of the commission being issued. Notary commissions last for a period of four years, or until the commission is revoked by the Secretary or resigned by the person holding the commission. A notary commission issued to a person prior to the effective date of this bill shall not be invalidated. However, once such commission expires, the bill applies to an application for any new commissions (Sections 486.605 to 486.635);

(3) Authorizes a notary, judge, clerk, or deputy clerk of any Missouri court, or other person authorized by Missouri law to perform a specific notarial act to perform specified notary services (Sections 486.640 to 486.695, Sections 486.740 to 486.770, and Section 486.1160)

(4) Restricts the manner in which a notarial act may be performed. Additionally, for every notarial act involving a document, a notary shall properly complete a notarial certificate which shall include specified information. The maximum fees that can be charged for performing a notarial act range from \$1 to \$5, depending on the type of notarial act requested. The bill permits a notary to charge a travel fee. However, a notary may not discriminate in the charging of fees based on the characteristics of the principal if such attributes would be a basis for employment discrimination under Missouri law. In addition to the other fees allowed, a remote online notary may charge a remote online notary transaction fee. The bill also has specific requirements for any notarized document sent to another state or nation;

(5) Enacts notary journal requirements. Notaries are required to keep a chronological journal of notarial acts for a period of no less than 10 years following the last notarial act. The bill stipulates the information that is required to be recorded in the journal. The journal may be examined and copied without restriction by a law enforcement officer in the course of an official investigation, subpoenaed by court order, pursuant to subpoena power as authorized by law, or surrendered at the direction of the Secretary. Nothing in this provision shall prevent a notary public from seeking appropriate judicial protective orders. Requirements for electronic journals are specified (Sections 486.700 to 486.715, Sections 486.945 to 486.950, and Sections 486.1180 to 486.1190);

(6) Requires notaries to use an official seal when notarizing a paper document and the bill regulates what information must be present on and adjacent to the seal. At the expiration of the notary commission or upon resignation of the commission, the seal must be destroyed. If the notary commission has been revoked, the seal shall be delivered to the Secretary for disposal. Failure to do so could result in a fine of \$500, at the discretion of the

secretary (Sections 486.725 to 486.735);

(7) Requires vendors and manufacturers to register with the secretary prior to selling or manufacturing notary seals. Furthermore, prior to providing a notary seal to a purchaser claiming to be a notary, the vendor or manufacturer shall require such person to present a notary commission. A vendor or manufacturer failing to comply with these requirements shall be subject to a fine of \$1,000 for each violation. For multiple violations, a vendor's permission to sell or manufacture notary seals may be withdrawn by the Secretary (Section 486.735);

(8) Stipulates that notaries may be liable for damages proximately caused by the notary's negligence, intentional violation of law, or official misconduct in relation to a notarization. A surety for a notary's bond shall be liable to any person for damages proximately caused that person by the notary's negligence, intentional violation of law, or official misconduct in relation to a notarization during the bond term, but this liability shall not exceed the dollar amount of the bond or of any remaining bond funds that have not been disbursed to other claimants. An employer of a notary shall be liable to any person for all damages proximately caused that person by the notary's negligence, intentional violation of law, or official misconduct in performing a notarization during the course of employment, if the employer directed, expected, encouraged, approved, or tolerated the notary's negligence, violation of law, or official misconduct either in the particular transaction or, impliedly, by the employer's previous action in at least one similar transaction involving any notary employed by the employer. Civil liability applies to electronic notaries and remote online notaries (Section 486.805);

(9 ) Authorizes the Secretary to revoke or suspend notary commissions under certain circumstances. The Secretary is required to revoke a notary commission if the notary fails to maintain a residence or a regular place of work or business in this state or if the notary fails to maintain status as a legal resident of the United States (Sections 486.810 to 486.820);

(10) Creates the misdemeanor crime on the part of a notary if he or she fails to require the presence of a principal at the time of a notarial act or to identify a principal through personal knowledge or satisfactory evidence, or executes a false certificate. A notary who performs any other act prohibited by the bill or fails to perform a required act shall be guilty of a misdemeanor, punishable by a fine of no more than \$500 or imprisonment of not more than 6 months, or both. Any person who is not a notary and who knowingly acts as or otherwise impersonates a notary shall be guilty of a misdemeanor, punishable upon conviction

by a fine not exceeding \$500 or imprisonment for not more than six months, or both. Any person who knowingly obtains, conceals, defaces, or destroys the seal, journal, or official records of a notary or who knowingly solicits, coerces, or in any way influences a notary to commit official misconduct shall be guilty of a misdemeanor, punishable upon conviction by a fine not exceeding \$500 (Section 578.700);

(11) Creates requirements for electronic notaries. In addition to courses required for commissioning as a notary, an electronic notary shall complete a course consisting of notarial laws, procedures, and ethics relating to electronic notarization. Allows acknowledgements, jurats, signature witnessings, and copy certification to be performed electronically (Sections 486.900 to 486.1010); and

(12) Regulates remote online notaries. The Secretary shall develop and maintain standards for remote online notarization. In developing standards, the Secretary shall consider the standards established by the National Association of Secretaries of State and national standard setting bodies. The Secretary shall also approve remote online notarization software as long as the software meets certain requirements defined in the bill. In addition to courses required for commissioning as a notary, a remote online notary shall complete a course consisting of notarial laws, procedures, and ethics relating to remote online notarization. The bill provides that acknowledgments and jurats may be performed remotely online by using communication technology (Sections 486.1100 to 486.1205).

SECOND REGULAR SESSION  
[TRULY AGREED TO AND FINALLY PASSED]  
SENATE COMMITTEE SUBSTITUTE FOR  
HOUSE COMMITTEE SUBSTITUTE FOR  
**HOUSE BILL NO. 1655**  
**100TH GENERAL ASSEMBLY**

3955S.03T

2020

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**AN ACT**

To repeal sections 2.020, 2.110, 367.031, 486.200, 486.205, 486.210, 486.215, 486.220, 486.225, 486.230, 486.235, 486.240, 486.245, 486.250, 486.255, 486.260, 486.265, 486.270, 486.275, 486.280, 486.285, 486.290, 486.295, 486.300, 486.305, 486.310, 486.315, 486.320, 486.325, 486.330, 486.335, 486.340, 486.345, 486.350, 486.355, 486.360, 486.365, 486.370, 486.375, 486.380, 486.385, 486.390, 486.395, 486.396, and 486.405, RSMo, and to enact in lieu thereof one hundred new sections relating to official documents, with penalty provisions.

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*Be it enacted by the General Assembly of the state of Missouri, as follows:*

Section A. Sections 2.020, 2.110, 367.031, 486.200, 486.205, 486.210, 486.215, 2 486.220, 486.225, 486.230, 486.235, 486.240, 486.245, 486.250, 486.255, 486.260, 486.265, 3 486.270, 486.275, 486.280, 486.285, 486.290, 486.295, 486.300, 486.305, 486.310, 486.315, 4 486.320, 486.325, 486.330, 486.335, 486.340, 486.345, 486.350, 486.355, 486.360, 486.365, 5 486.370, 486.375, 486.380, 486.385, 486.390, 486.395, 486.396, and 486.405, RSMo, are 6 repealed and one hundred new sections enacted in lieu thereof, to be known as sections 2.020, 7 2.110, 59.568, 59.569, 367.031, 442.145, 486.600, 486.605, 486.610, 486.615, 486.620, 8 486.625, 486.630, 486.635, 486.640, 486.645, 486.650, 486.655, 486.660, 486.665, 486.670, 9 486.675, 486.680, 486.685, 486.690, 486.695, 486.700, 486.705, 486.710, 486.715, 486.725, 10 486.730, 486.735, 486.740, 486.745, 486.750, 486.755, 486.760, 486.765, 486.770, 486.775, 11 486.780, 486.785, 486.790, 486.795, 486.800, 486.805, 486.810, 486.815, 486.820, 486.825,

EXPLANATION — Matter enclosed in bold-faced brackets [thus] in the above bill is not enacted and is intended to be omitted from the law. Matter in **bold-face** type in the above bill is proposed language.

12 486.830, 486.900, 486.902, 486.905, 486.910, 486.915, 486.920, 486.925, 486.930, 486.935,  
13 486.940, 486.945, 486.947, 486.950, 486.955, 486.960, 486.965, 486.970, 486.975, 486.980,  
14 486.985, 486.990, 486.995, 486.1000, 486.1005, 486.1010, 486.1100, 486.1105, 486.1110,  
15 486.1115, 486.1120, 486.1125, 486.1130, 486.1135, 486.1140, 486.1145, 486.1150, 486.1155,  
16 486.1160, 486.1165, 486.1170, 486.1175, 486.1180, 486.1185, 486.1190, 486.1195, 486.1200,  
17 486.1205, and 578.700, to read as follows:

2.020. As soon as practicable after the laws passed at any session of the general assembly  
2 are printed and delivered, the secretary of state shall ~~cause the original rolls to be bound in a~~  
3 ~~strong and substantial manner and properly labeled, and shall make therein a typewritten index~~  
4 ~~referring to each act and the subject matter of the same and shall~~ preserve **and make available**  
5 **to the public for inspection** the ~~[volumes thus bound]~~ **original rolls** safely in his or her office.

2.110. The secretary of state, as soon as practicable after ~~[the effective date of this~~  
2 ~~section and every four years thereafter if during any such period]~~ any amendments have been  
3 adopted, shall ~~[reprint, issue and distribute forty-five thousand]~~ **make available in print and**  
4 **online** copies of the Constitution of the state of Missouri in the form contained in "Report No.  
5 5" of the committee on legislative research, together with the amendments that have been  
6 adopted since the preceding publication.

**59.568. 1. If a statute, regulation, or ordinance requires, as a condition for**  
2 **recording, that a document be an original, be on paper or another tangible medium, or be**  
3 **in writing, the requirement is satisfied by an electronic record that otherwise complies with**  
4 **the requirements of this chapter.**

5 **2. A requirement that a document or a signature associated with a document be**  
6 **notarized, acknowledged, verified, witnessed, or made under oath is satisfied if the**  
7 **electronic signature of the person authorized to perform that act, and all other information**  
8 **required to be included, is attached to or logically associated with the document or**  
9 **signature. A physical or electronic image of a stamp, impression, or seal need not**  
10 **accompany an electronic signature if the notary public has attached an electronic notarial**  
11 **certificate that meets the requirements of this chapter.**

12 **3. This section shall only apply to documents presented to a recorder of deeds for**  
13 **recordings pursuant to chapter 442 or 443.**

**59.569. 1. If a law requires, as a condition for recording, that a document be an**  
2 **original, be on paper or another tangible medium, be in writing, or be signed, the**  
3 **requirement is satisfied by a paper copy of an electronic document bearing an electronic**  
4 **signature that a notary public has certified to be a true and correct copy of a document**  
5 **that was originally in electronic form and bearing an electronic signature pursuant to**  
6 **subsection 3 of this section.**

7           **2. A requirement that a document or a signature associated with a document be**  
 8 **notarized, acknowledged, verified, witnessed, or made under oath is satisfied by a paper**  
 9 **copy of an electronic document bearing an electronic signature of the person authorized**  
 10 **to perform that act, and all other information required to be included, that a notary public**  
 11 **has certified to be a true and correct copy of a document that was originally in electronic**  
 12 **form and bearing an electronic signature of the person pursuant to subsection 3 of this**  
 13 **section.**

14           **3. A clerk or recorder shall record a paper copy of a document that was originally**  
 15 **in electronic form and that is otherwise entitled to be recorded under the laws of this state,**  
 16 **provided that the paper copy has been certified to be a true and correct copy of the**  
 17 **electronic original by a notary public duly commissioned under the laws of this state as**  
 18 **evidenced by a certificate attached to or made a part of the document. The certificate**  
 19 **shall:**

- 20           **(1) Be signed and dated by the notary public, and be signed in the same manner as**  
 21 **on file with the secretary of state;**
- 22           **(2) Identify the jurisdiction in which the certification is performed;**
- 23           **(3) Contain the title of the notary public;**
- 24           **(4) Indicate the date of expiration, if any, of the notary public's commission; and**
- 25           **(5) Include an official seal or stamp of the notary public affixed to or embossed on**  
 26 **the certificate.**

27           **4. The following form of certificate is sufficient for the purposes of this section, if**  
 28 **completed with the information required in subsection 3 of this section:**

29           State of .....

30           County of .....

31           I certify that the foregoing and annexed document entitled ..... (document  
 32           title, if applicable), (dated) ..... (document date, if applicable), and containing ....  
 33           pages is a true and correct copy of an electronic document bearing one or more  
 34           electronic signatures this ..... (date).  
 35           .....

36           Signature of notary public

37           Seal/stamp

38           (.....)

39           Notary Public

40           (My commission expires:

41           .....)

42           (My notary registration number is:

43 .....)

44 **5. A notary public duly commissioned under the laws of this state has the authority**  
45 **to make the certification provided in this section.**

46 **6. A notary public making the certification provided in this section shall:**

47 **(1) Confirm that the electronic document contains an electronic signature that is**  
48 **capable of independent verification and renders any subsequent changes or modifications**  
49 **to the electronic document evident;**

50 **(2) Personally print or supervise the printing of the electronic document onto**  
51 **paper; and**

52 **(3) Not make any changes or modifications to the electronic document other than**  
53 **the certification described in subsection 3 of this section.**

54 **7. If a certificate is completed with the information required by subsection 3 of this**  
55 **section and is attached to or made a part of a paper document, the certificate shall be**  
56 **conclusive evidence that the requirements of subsection 6 of this section have been satisfied**  
57 **with respect to the document.**

58 **8. A document purporting to convey or encumber real property or any interest**  
59 **therein that has been recorded by a clerk or recorder for the jurisdiction in which the real**  
60 **property is located, although the document may not have been certified in accordance with**  
61 **the provisions of this section, shall impart the same notice to third persons and be effective,**  
62 **from the time of recording, as if the document had been certified in accordance with the**  
63 **provisions of this section.**

64 **9. This section does not apply to a plat, map, or survey of real property if under**  
65 **another law of this state or under a rule, regulation, or ordinance applicable to a clerk or**  
66 **recorder:**

67 **(1) There are requirements of format or medium for the execution, creation, or**  
68 **recording of such plat, map, or survey beyond the requirements applicable to a deed to real**  
69 **property; or**

70 **(2) Such plat, map, or survey shall be recorded in a different location than a deed**  
71 **to real property.**

72 **10. This section shall only apply to documents presented to a recorder of deeds for**  
73 **recordings pursuant to chapter 442 or 443.**

367.031. 1. At the time of making any secured personal credit loan, the lender shall  
2 execute and deliver to the borrower a receipt for and describing the tangible personal property  
3 subjected to the security interest to secure the payment of the loan. The receipt shall contain the  
4 following:

5 (1) The name and address of the pawnshop;

- 6 (2) The name and address of the pledgor, the pledgor's description, and the driver's  
7 license number, military identification number, identification certificate number, or other official  
8 number capable of identifying the pledgor;
- 9 (3) The date of the transaction;
- 10 (4) An identification and description of the pledged goods, including serial numbers if  
11 reasonably available;
- 12 (5) The amount of cash advanced or credit extended to the pledgor;
- 13 (6) The amount of the pawn service charge;
- 14 (7) The total amount which must be paid to redeem the pledged goods on the maturity  
15 date;
- 16 (8) The maturity date of the pawn transaction; and
- 17 (9) A statement to the effect that the pledgor is not obligated to redeem the pledged  
18 goods, and that the pledged goods may be forfeited to the pawnbroker sixty days after the  
19 specified maturity date.
- 20 2. The pawnbroker may be required, in accordance with local ordinances, to furnish  
21 appropriate law enforcement authorities with copies of information contained in subdivisions (1)  
22 to (4) of subsection 1 of this section and information contained in subdivision (6) of subsection  
23 4 of section 367.040. The pawnbroker may satisfy such requirements by transmitting such  
24 information electronically to a database in accordance with this section, except that paper copies  
25 shall be made available for an on-site inspection upon request of any appropriate law  
26 enforcement authority.
- 27 3. As used in this section, the following terms mean:
- 28 (1) "Database", a computer database established and maintained by a third party engaged  
29 in the business of establishing and maintaining one or more databases;
- 30 (2) "Permitted user", persons authorized by law enforcement personnel to access the  
31 database;
- 32 (3) "Reportable data", the information required to be recorded by pawnbrokers for pawn  
33 transactions pursuant to subdivisions (1) to (4) of subsection 1 of this section and the information  
34 required to be recorded by pawnbrokers for purchase transactions pursuant to subdivision (6) of  
35 subsection 4 of section 367.040;
- 36 (4) "Reporting pawnbroker", a pawnbroker who chooses to transmit reportable data  
37 electronically to the database;
- 38 (5) "Search", the accessing of a single database record.
- 39 4. The database shall provide appropriate law enforcement officials with the information  
40 contained in subdivisions (1) to (4) of subsection 1 of this section and other useful information

41 to facilitate the investigation of alleged property crimes while protecting the privacy rights of  
42 pawnbrokers and pawnshop customers with regard to their transactions.

43         5. The database shall contain the pawn and purchase transaction information recorded  
44 by reporting pawnbrokers pursuant to this section and section 367.040 and shall be updated as  
45 requested. The database shall also contain such security features and protections as may be  
46 necessary to ensure that the reportable data maintained in the database can only be accessed by  
47 permitted users in accordance with the provisions of this section.

48         6. The third party's charge for the database shall be based on the number of permitted  
49 users. Law enforcement agencies shall be charged directly for access to the database, and the  
50 charge shall be reasonable in relation to the costs of the third party in establishing and  
51 maintaining the database. No reporting pawnbroker or customer of a reporting pawnbroker shall  
52 be charged any costs for the creation or utilization of the database.

53         7. (1) The information in the database shall only be accessible through the internet to  
54 permitted users who have provided a secure identification or access code to the database but shall  
55 allow such permitted users to access database information from any jurisdiction transmitting  
56 such information to that database. Such permitted users shall provide the database with an  
57 identifier number of a criminal action for which the identity of the pawn or purchase transaction  
58 customer is needed and a representation that the information is connected to an inquiry or to the  
59 investigation of a complaint or alleged crime involving goods delivered by that customer in that  
60 transaction. The database shall record, for each search, the identity of the permitted user, the  
61 pawn or purchase transaction involved in the search, and the identity of any customer accessed  
62 through the search. Each search record shall be made available to other permitted users  
63 regardless of their jurisdiction. The database shall enable reporting pawnbrokers to transmit to  
64 the database through the internet reportable data for each pawn and purchase transaction.

65         (2) Any person who gains access to information in the database through fraud or false  
66 pretenses shall be guilty of a class D felony.

67         8. Any pawnbroker licensed under section 367.043 shall meet the following  
68 requirements:

69         (1) Provide all reportable data to appropriate users by transmitting it through the internet  
70 to the database;

71         (2) Transmit all reportable data for one business day to the database prior to the end of  
72 the following business day;

73         (3) Make available for on-site inspection to any appropriate law enforcement official,  
74 upon request, paper copies of any pawn or purchase transaction documents.

75         9. If a reporting pawnbroker or permitted user discovers any error in the reportable data,  
76 notice of such error shall be given to the database, which shall have a period of thirty days in

77 which to correct the error. Any reporting pawnbroker experiencing a computer malfunction  
78 preventing the transmission of reportable data or receipt of search requests shall be allowed a  
79 period of at least thirty but no more than sixty days to repair such malfunction, and during such  
80 period such pawnbroker shall not be deemed to be in violation of this section if good faith efforts  
81 are made to correct the malfunction. During the periods specified in this subsection, the  
82 reporting pawnbroker and permitted user shall arrange an alternative method or methods by  
83 which the reportable data shall be made available.

84 10. No reporting pawnbroker shall be obligated to incur any cost, other than internet  
85 service costs, in preparing, converting, or delivering its reportable data to the database.

86 11. If the pawn ticket is lost, destroyed, or stolen, the pledgor may so notify the  
87 pawnbroker in writing, and receipt of such notice shall invalidate such pawn ticket, if the pledged  
88 goods have not previously been redeemed. Before delivering the pledged goods or issuing a new  
89 pawn ticket, the pawnbroker shall require the pledgor to make a written affidavit of the loss,  
90 destruction or theft of the ticket. The pawnbroker shall record on the written statement the  
91 identifying information required, the date the statement is given, and the number of the pawn  
92 ticket lost, destroyed, or stolen. The affidavit shall be signed by a notary public appointed by the  
93 secretary of state pursuant to ~~[section 486.205]~~ **chapter 486** to perform notarial acts in this state.

**442.145. 1. For the purposes of sections 442.150 to 442.360, a person may  
2 personally appear before the officer taking the acknowledgment by:**

3 **(1) Being in the same physical location as another person and close enough to see,  
4 hear, communicate with, and exchange tangible identification credentials with that  
5 individual; or**

6 **(2) Interacting with another individual by means of communication technology that  
7 complies with the provisions of sections 486.600 to 486.1205.**

8 **2. The acknowledging officer shall designate in the acknowledgment form, as  
9 provided in section 442.210, whether the principal personally appeared before the officer  
10 pursuant to subdivision (1) or (2) of subsection 1 of this section. In cases of a personal  
11 appearance under subdivision (2) of subsection 1 of this section, it shall be deemed in  
12 compliance with sections 442.150 to 442.360 if the acknowledging officer amends the  
13 acknowledgment form to read "before me personally appears by means of communication  
14 of technology".**

**486.600. As used in this chapter, the following terms and phrases mean:**

2 **(1) "Acknowledgment", a notarial act in which an individual at a single time and  
3 place:**

4 **(a) Appears in person before the notary and presents a document;**

- 5           **(b) Is personally known to the notary or identified by the notary through**  
6 **satisfactory evidence; and**
- 7           **(c) Indicates to the notary that the signature on the document was voluntarily**  
8 **affixed by the individual for the purposes stated within the document and, if applicable,**  
9 **that the individual had due authority to sign in a particular representative capacity;**
- 10           **(2) "Affirmation", a notarial act, or part thereof, that is legally equivalent to an**  
11 **oath and in which an individual at a single time and place:**
- 12           **(a) Appears in person before the notary;**
- 13           **(b) Is personally known to the notary or identified by the notary through**  
14 **satisfactory evidence; and**
- 15           **(c) Makes a vow of truthfulness or fidelity on penalty of perjury, based on personal**  
16 **honor and without invoking a deity or using any form of the word "swear";**
- 17           **(3) "Commission", both the granting of authority to perform notarial acts and the**  
18 **written evidence of the granting of authority to perform such acts;**
- 19           **(4) "Copy certification", a notarial act in which a notary:**
- 20           **(a) Locates or is presented with a paper or an electronic document that is not a vital**  
21 **record, a public record, or a recorded document;**
- 22           **(b) Compares the document with a second paper or electronic document that is:**  
23           **a. Presented to the notary;**  
24           **b. Located by the notary; or**  
25           **c. Copied from the first document by the notary; and**
- 26           **(c) Confirms through a visual or electronic comparison that the second document**  
27 **is an identical, exact, and complete copy of the image or text and, if applicable, metadata**  
28 **of the first document;**
- 29           **(5) "County", any of the several counties of this state or the city of St. Louis;**
- 30           **(6) "County clerk", any of the several county clerks of this state or the clerk of the**  
31 **circuit court in the city of St. Louis;**
- 32           **(7) "Credible witness", an honest, reliable, and impartial person who personally**  
33 **knows an individual appearing before a notary and takes an oath or affirmation from the**  
34 **notary to vouch for that individual's identity;**
- 35           **(8) "Journal of notarial acts" and "journal", a permanently bound book to create**  
36 **and preserve a chronological record of notarizations that is maintained by the notary**  
37 **public who performed the same notarizations;**
- 38           **(9) "Jurat", a notarial act in which an individual at a single time and place:**  
39           **(a) Appears in person before the notary and presents a document;**

40 (b) Is personally known to the notary or identified by the notary through  
41 satisfactory evidence;

42 (c) Signs the document in the presence of the notary; and

43 (d) Takes an oath or affirmation from the notary vouching for the truthfulness or  
44 accuracy of the signed document;

45 (10) "Notarial act" and "notarization", any official act of certification, attestation,  
46 or administration that a notary public is empowered to perform pursuant to this chapter;

47 (11) "Notarial certificate" and "certificate", the part of, or attachment to, a  
48 notarized document that, in the performance of the notarization, is completed by the  
49 notary, bears the notary's official signature and seal, and states the date, venue, and facts  
50 attested by the notary in the particular notarial act;

51 (12) "Notary public" and "notary", any person commissioned to perform notarial  
52 acts pursuant to this chapter;

53 (13) "Oath", a notarial act, or part thereof, that is legally equivalent to an  
54 affirmation and in which an individual at a single time and place:

55 (a) Appears in person before the notary;

56 (b) Is personally known to the notary or identified by the notary through  
57 satisfactory evidence; and

58 (c) Makes a vow of truthfulness or fidelity on penalty of perjury while invoking a  
59 deity or using any form of the word "swear";

60 (14) "Official misconduct":

61 (a) A notary's performance of any act prohibited, or failure to perform any act or  
62 duty mandated, by this chapter or by any other law in connection with a notarial act; or

63 (b) A notary's performance of an official act or duty in a manner that is negligent,  
64 contrary to established norms of sound notarial practice, or against the public interest;

65 (15) "Official seal":

66 (a) A device authorized by the secretary for affixing on a paper notarial certificate  
67 an image containing a notary's name, title, jurisdiction, commission expiration date, and  
68 other information related to the notary's commission; or

69 (b) The affixed image itself;

70 (16) "Official signature", a handwritten signature made by a notary that uses the  
71 exact name appearing in the notary's commission and is signed with the intent to perform  
72 a notarial act;

73 (17) "Personal knowledge of identity" and "personally knows", familiarity with  
74 an individual resulting from interactions with that individual over a period of time  
75 sufficient to dispel any reasonable uncertainty that the individual has the identity claimed;

76           **(18) "Principal":**

77           **(a) A person whose signature is notarized; or**

78           **(b) A person, other than a credible witness, taking an oath or affirmation from the**  
79 **notary;**

80           **(19) "Regular place of work or business", a stationary office or workspace where**  
81 **one spends all or some of one's working or business hours;**

82           **(20) "Requester of fact", a person who asks the notary public to perform a copy**  
83 **certification;**

84           **(21) "Satisfactory evidence", evidence of identification of an individual based on:**

85           **(a) At least one current document issued by a federal, state, or tribal government**  
86 **in a language understood by the notary and bearing the photographic image of the**  
87 **individual's face and signature and a physical description of the individual, or a properly**  
88 **stamped passport without a physical description; or**

89           **(b) The oath or affirmation of one credible witness disinterested in the document**  
90 **or transaction who is personally known to the notary and who personally knows the**  
91 **individual, or of two credible witnesses disinterested in the document or transaction who**  
92 **each personally knows the individual and shows to the notary documentary identification**  
93 **as described in paragraph (a) of this subdivision;**

94           **(22) "Secretary", the secretary of state for the state of Missouri;**

95           **(23) "Signature witnessing", a notarial act in which an individual at a single time**  
96 **and place:**

97           **(a) Appears in person before the notary and presents a document;**

98           **(b) Is personally known to the notary or identified by the notary through**  
99 **satisfactory evidence; and**

100           **(c) Signs the document in the presence of the notary.**

**486.605. 1. Except as otherwise provided in subsection 3 of this section, the**  
2 **secretary shall issue a notary commission to any person who is qualified under subsection**  
3 **2 of this section and who submits an application in accordance with this chapter.**

4           **2. In order to be qualified for a notary commission a person shall:**

5           **(1) Be at least eighteen years of age;**

6           **(2) Reside or have a regular place of work or business in the state of Missouri;**

7           **(3) Reside legally in the United States;**

8           **(4) Read and write English; and**

9           **(5) Pass the examination required in section 486.630.**

10           **3. (1) An applicant who is not a resident of the state may qualify to be a notary if**  
11 **he or she works in Missouri and will use the notary seal in the course of his or her**  
12 **employment in Missouri.**

13           **(2) Applicants qualifying as a nonresident notary shall authorize the secretary as**  
14 **the agent and representative of such person to accept service of any process or service of**  
15 **any notice or demand required or permitted by law to be served upon such person.**

16           **4. The secretary may deny an application based on:**

17           **(1) Submission of an application containing a material misstatement or omission**  
18 **of fact;**

19           **(2) The fact that the applicant has been finally adjudicated and found guilty, or**  
20 **entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any**  
21 **state or of the United States, of any felony or any offense involving dishonesty or moral**  
22 **turpitude, provided that a commission shall not be issued to the applicant within five years**  
23 **after such conviction or plea;**

24           **(3) A finding or admission of liability against the applicant in a civil lawsuit based**  
25 **on the applicant's deceit;**

26           **(4) Revocation, suspension, restriction, or denial of a notarial commission or**  
27 **professional license by this or any other state or nation, provided that a commission shall**  
28 **not be issued to the applicant within five years after such disciplinary action; or**

29           **(5) An official finding that the applicant has previously engaged in official**  
30 **misconduct, regardless of whether disciplinary action resulted.**

31           **5. An applicant may appeal the denial of an application by filing the form required**  
32 **by the secretary pursuant to subsection 6 of this section with the secretary within thirty**  
33 **days after denial, except an applicant may not appeal if the secretary, within five years**  
34 **prior to the application, has:**

35           **(1) Denied or revoked for disciplinary reasons any previous application,**  
36 **commission, or license of the applicant; or**

37           **(2) Made a finding pursuant to section 486.810 that grounds for revocation of the**  
38 **applicant's commission existed.**

39           **6. The secretary shall promulgate rules providing for appeals from denials of**  
40 **applications, subject to the limitations in section 486.830.**

**486.610. 1. A person commissioned as a notary may perform notarial acts in any**  
2 **part of this state, and only in this state, for a term of four years, unless the commission is**  
3 **earlier revoked under section 486.810 or resigned under section 486.790.**

4           **2. The existing bond, seal, length of commission term, and liability of current**  
5 **notaries commissioned before August 28, 2020, shall not be invalidated, modified, or**

6 terminated by this chapter, but notaries shall comply with this chapter beginning August  
7 28, 2020, in performing notarizations and in applying for new commissions.

486.615. 1. A notary commission shall not become effective until an oath of office  
2 and a ten thousand dollar bond have been presented to the county clerk of the county in  
3 which a person has been commissioned. The bond shall be executed by a licensed Missouri  
4 surety, for a term of four years commencing on the commission's issue date and  
5 terminating on its expiration date, with payment of bond funds to any person conditioned  
6 upon the notary's official misconduct.

7 2. The surety for a notary bond shall report all claims against the bond to the  
8 secretary.

9 3. If a notary bond has been exhausted by claims paid out by the surety, the  
10 secretary shall suspend the notary's commission until:

11 (1) A new bond is obtained by the notary; and

12 (2) The notary's fitness to serve the remainder of the commission term is  
13 determined by the secretary.

486.620. 1. The secretary shall prepare a notary commission and forward the  
2 commission to the county clerk in the county of the applicant's residence or regular place  
3 of work or business.

4 2. Upon issuing a notary commission, the secretary shall:

5 (1) Notify the notary that he or she shall present the required bond to the county  
6 clerk;

7 (2) Provide an oath with the commission to be taken by the notary in the presence  
8 of the county clerk or their designee, within sixty days of the commission issue date;

9 (3) Require the oath and bond to be mailed by the notary to the secretary's office  
10 with a postmarked date not exceeding seven days from the date of the oath; and

11 (4) Once the oath and bond have been received, examined, and approved, update  
12 the notary's commissioned status.

13 3. Any commission issued that fails to qualify within sixty days shall be marked by  
14 the county clerk as not qualified and shall be returned to the secretary within fifteen days.

15 4. Any notary who fails to qualify within the sixty days may be required to reapply  
16 for a notary commission.

17 5. The county clerk shall keep a register of each person to whom they award a  
18 notary commission, as prescribed by the secretary.

486.625. 1. Every application for a notary commission shall be made in a paper or  
2 electronic format established by the secretary and shall include all information required  
3 by section 486.630 and any other information as the secretary may deem appropriate.



33           **4. The content of the training and the basis for the written examination required**  
34 **by subsection 3 of this section shall be based on notarial laws, procedures, and ethics.**

35           **5. Every applicant for a notary commission shall pay to the state of Missouri a**  
36 **nonrefundable application fee as stated in section 28.160.**

**486.635. 1. Records containing the information required by subdivision (7) of**  
2 **subsection 1 of section 486.630 shall be used by the secretary and his or her designated**  
3 **employees only for the purpose of performing official duties provided for in this chapter**  
4 **and shall not be disclosed to any person other than:**

5           **(1) A government agent acting in an official capacity and duly authorized to obtain**  
6 **such information;**

7           **(2) A person authorized by court order; or**

8           **(3) The applicant or the applicant's duly authorized agent.**

9           **2. Records containing the information required by subdivision (7) of subsection 1**  
10 **of section 486.630 shall be a closed record as defined in chapter 610 and subject to**  
11 **redaction as required in chapter 610.**

**486.640. A notary may perform the following notarial acts:**

2           **(1) Acknowledgments;**

3           **(2) Oaths and affirmations;**

4           **(3) Jurats;**

5           **(4) Signature witnessings;**

6           **(5) Copy certifications; and**

7           **(6) Any other act authorized by the laws of Missouri.**

**486.645. 1. A notary shall perform a notarial act only if the principal:**

2           **(1) Is in the presence of the notary at the time of notarization;**

3           **(2) Is personally known to the notary or identified by the notary through**  
4 **satisfactory evidence;**

5           **(3) Appears to understand the nature of the transaction requiring a notarial act;**

6           **(4) Appears to be acting of his or her own free will;**

7           **(5) Signs using letters or characters of a language that is understood by the notary;**

8 **and**

9           **(6) Communicates directly with the notary in a language both understand.**

10          **2. A notary may certify the affixation of a signature by mark by a principal on a**  
11 **document presented for notarization if:**

12          **(1) The mark is affixed in the presence of the notary and two witnesses**  
13 **disinterested in the document;**

14          **(2) Both witnesses sign their own names beside the mark;**

15           (3) The notary writes below the mark: "Mark affixed by (name of signer by mark)  
16 in the presence of (names and addresses of two witnesses) and the undersigned notary  
17 pursuant to section 486.645, RSMo"; and

18           (4) The notary notarizes the signature by mark through an acknowledgment, jurat,  
19 or signature witnessing.

20           3. A notary shall be disqualified from performing a notarial act if the notary:

21           (1) Is a party to or named in the document that is to be notarized;

22           (2) Will receive as a direct or indirect result any commission, fee, advantage, right,  
23 title, interest, cash, property, or other consideration exceeding in value the fees specified  
24 in section 486.685; or

25           (3) Is a spouse, domestic partner, ancestor, descendant, or sibling of the principal,  
26 including in-law, step, and half relatives.

27           4. Notwithstanding subdivision (2) of subsection 3 of this section to the contrary,  
28 a notary may collect a nonnotarial fee for services as a signing agent if payment of such fee  
29 is not contingent upon the signing, initialing, or notarization of any document.

          486.650. 1. A notary shall not refuse to perform a notarial act based on the  
2 characteristics protected from employment discrimination pursuant to section 213.055.

3           2. A notary shall perform any notarial act described in section 486.640 for any  
4 person requesting such a notarial act who tenders the appropriate fee specified in section  
5 486.685, unless:

6           (1) The notary knows or has a reasonable belief that the notarial act or the  
7 associated transaction is unlawful;

8           (2) The notarial act is prohibited in section 486.645 or subsection 1 of this section;

9           (3) The number or timing of the requested notarial act or acts practicably precludes  
10 completion at the time of the request, in which case the notary shall arrange for later  
11 completion of the requested act or acts without unreasonable delay; or

12           (4) In the case of a request to perform an electronic notarial act, the notary is not  
13 registered to notarize electronically in accordance with sections 486.900 to 486.1010.

          486.655. 1. Except as otherwise provided in subsection 2 of section 486.650, a  
2 notary shall not influence a person either to enter into or avoid a transaction involving a  
3 notarial act by the notary.

4           2. A notary commission shall not authorize the notary to investigate, ascertain, or  
5 attest to the lawfulness, propriety, accuracy, or truthfulness of a document or transaction  
6 involving a notarial act.

          486.660. A notary shall not:

2           (1) Execute a notarial certificate containing information known or believed by the  
3 notary to be false;

4           (2) Affix an official signature or seal on a notarial certificate that is incomplete;

5           (3) Affix an official signature or seal on a notarial certificate other than at the time  
6 of notarization and in the presence of the principal; or

7           (4) Provide or send a signed or sealed notarial certificate to another person with the  
8 understanding that it will be completed or attached to a document outside of the notary's  
9 presence.

          486.665. 1. A notary shall not notarize a signature:

2           (1) On a blank or incomplete document; or

3           (2) On a document without notarial certificate wording.

4           2. A notary shall neither certify nor authenticate a photograph.

          486.670. 1. A notary shall not perform any notarial act with the intent to deceive  
2 or defraud.

3           2. A notary shall not use the official notary title or seal to endorse, promote,  
4 denounce, or oppose any product, service, contest, candidate for political office, ballot  
5 measure for any election, or other offering.

          486.675. 1. A notary who is not an attorney shall not assist another person in  
2 drafting, completing, selecting, or understanding a document or transaction requiring a  
3 notarial act.

4           2. Subsection 1 of this section shall not preclude a notary who is duly qualified,  
5 trained, licensed, or experienced in a particular industry or professional field from  
6 selecting, drafting, completing, or advising on a document or certificate related to a matter  
7 within that industry or field.

          486.680. 1. A notary shall not claim to have powers, qualifications, rights, or  
2 privileges that are not provided under this chapter, including the power to counsel on  
3 immigration issues.

4           2. A notary who is not an attorney who advertises notarial services in a language  
5 other than English shall include in the advertisement, notice, letterhead, or sign the  
6 following, prominently displayed in the same language:

7           (1) The statement: "I am not an attorney and have no authority to give advice on  
8 immigration or other legal matters"; and

9           (2) The fees for notarial acts specified in section 486.685.

10          3. A notary may not use the term "notario publico" or any equivalent non-English  
11 term in any business card, advertisement, notice, or sign.

2           **486.685. 1. For performing a notarial act, a notary may charge the maximum fee**  
3           **specified in this section, charge less than the maximum fee, or waive the fee.**

4           **2. The maximum fees that may be charged by a notary for performing notarial acts**  
5           **are:**

6           **(1) For an acknowledgment, five dollars per signature;**

7           **(2) For a jurat, five dollars per signature;**

8           **(3) For a signature witnessing, five dollars per signature;**

9           **(4) For a certified copy, one dollar per page certified with a minimum total charge**  
10           **of three dollars; and**

11           **(5) For an electronic notarization, as specified in section 486.960.**

12           **3. A notary may charge a travel fee to perform a notarial act if:**

13           **(1) The notary and the person requesting the notarial act agree upon the travel fee**  
14           **in advance of the travel; and**

15           **(2) The notary explains to the person requesting the notarial act that the travel fee**  
16           **is both separate from the notarial fee prescribed in subsection 2 of this section and neither**  
17           **specified nor mandated by law.**

18           **4. A notary shall not discriminate in the charging of fees for a notarial act based**  
19           **on the characteristics of the principal or requester of fact as set forth in subsection 1 of**  
20           **section 486.650, though a notary may waive or reduce fees for humanitarian or charitable**  
21           **reasons.**

22           **5. A notary shall not charge a fee for notarizing the signature on any absentee**  
23           **ballot or absentee voter registration.**

24           **6. A notary who charges for his or her notarial services shall conspicuously display**  
25           **in their regular place of work or business, or present to each principal outside their regular**  
26           **place of work or business, an English-language schedule of fees for notarial acts, as**  
27           **specified in this section. No part of any notarial fee schedule shall be printed in smaller**  
              **than twelve-point type.**

**486.690. 1. A notary may require payment of any fees specified in section 486.685**  
2           **prior to performance of a notarial act.**

3           **2. Any fees paid to a notary prior to performance of a notarial act shall be**  
4           **nonrefundable if:**

5           **(1) The notarial act was completed; or**

6           **(2) In the case of travel fees paid in compliance with subsection 3 of section 486.685,**  
7           **the notarial act was not completed after the notary traveled to meet the principal because**  
8           **it was prohibited pursuant to section 486.645, or because the notary knew or had a**  
9           **reasonable belief that the notarial act or the associated transaction was unlawful.**

2           **486.695. 1. An employer may prohibit an employee who is a notary from charging**  
3 **for notarial acts performed on the employer's time, but shall not discriminate in the**  
4 **charging of fees based on the characteristics of the principal as set forth in subsection 1 of**  
5 **section 486.650.**

6           **2. A private employer shall not require an employee who is a notary to surrender**  
7 **or share fees charged for any notarial acts.**

8           **3. A governmental employer who has absorbed an employee's costs in becoming or**  
9 **operating as a notary shall require any fees for notarial acts performed on the employer's**  
10 **time either to be waived or surrendered as revenue of the employing governmental agency.**

11           **486.700. 1. A notary shall keep, maintain, protect, and provide for lawful**  
12 **inspection a chronological journal of notarial acts that is a permanently bound book with**  
13 **numbered pages.**

14           **2. A notary shall maintain only one active permanently bound journal at the same**  
15 **time.**

16           **3. A notary shall keep the permanently bound journal for a period of no less than**  
17 **ten years from the date of the last entry.**

18           **486.705. 1. For every notarial act, the notary shall record in the journal at the time**  
19 **of notarization the following:**

- 20           **(1) The date and time of day of the notarial act;**
- (2) The type of notarial act;**
- (3) The type, title, or a description of the document or proceeding;**
- (4) The signature, printed name, and address of each principal;**
- (5) The printed name and address of each requester of fact;**
- (6) The evidence of identity of each principal in the form of either:**
  - (a) A statement that the person is personally known to the notary;**
  - (b) A notation of the type of identification document, its issuing agency, its serial**  
          **or identification number, and its date of issuance or expiration; or**
  - (c) The handwritten signature and the name and address of each credible witness**  
          **swearing or affirming to the principal's identity, and for credible witnesses who are not**  
          **personally known to the notary, a description of the identification documents relied on by**  
          **the notary;**
- (7) The fee, if any, charged for the notarial act; and**
- (8) The address where the notarial act was performed, if not the address of the**  
          **notary's regular place of work or business.**

**2. A notary shall not record a Social Security number or credit card number in the**  
          **journal.**

21           3. A notary may record in the journal the circumstances for not performing or  
22 completing any requested notarial act.

23           4. As required in subdivision (4) of subsection 2 of section 486.745, a notary shall  
24 append to the pertinent entry in the journal a notation of the nature and date of the  
25 notary's correction of a completed notarial certificate corresponding to the entry.

          486.710. 1. The journal may be examined and copied without restriction by a law  
2 enforcement officer in the course of an official investigation, subpoenaed by court order,  
3 pursuant to subpoena power as authorized by law, or surrendered at the direction of the  
4 secretary. Nothing in this section shall prevent a notary public from seeking appropriate  
5 judicial protective orders.

6           2. Upon complying with a request for copies pursuant to subsection 1 of this  
7 section, the notary shall charge not more than one dollar per copy. If a certified copy is  
8 requested, the fee shall be as specified in section 486.685.

9           3. A notary public shall, upon written request, furnish to the secretary certified  
10 copies of the notary's journal without cost.

          486.715. 1. A notary shall safeguard his or her journal and all other notarial  
2 records and surrender or destroy them only by court order or at the direction of the  
3 secretary.

4           2. If not in use, the journal shall be kept in a secure area under the exclusive control  
5 of the notary and shall not be used by any other notary, nor surrendered to an employer  
6 upon termination of employment.

7           3. Within ten days after a notary's journal is discovered to be stolen, lost,  
8 destroyed, damaged, or otherwise rendered unusable or unreadable, the notary, after  
9 informing the appropriate law enforcement agency in the case of theft or vandalism, shall  
10 notify the secretary by any means providing a tangible receipt, including certified mail and  
11 electronic transmission, and also provide a copy or identification number of any pertinent  
12 police report.

13           4. Upon resignation, revocation, or expiration of a notary commission, or death of  
14 the notary, the journal and notarial records shall be delivered to the secretary in  
15 accordance with section 486.795 or section 486.800 by any means providing a tangible  
16 receipt, including certified mail and electronic transmission.

          486.725. 1. In notarizing a paper document, a notary public shall affix an official  
2 signature and an official seal on the notarial certificate at the time the notarial act is  
3 performed.

4           2. The official seal of a notary shall not be used for any purpose other than  
5 performing notarial acts.

6           **3. The official seal of a notary shall:**

7           **(1) Be the exclusive property of the notary;**

8           **(2) Not be affixed by any other person;**

9           **(3) Be kept secure and accessible only to the notary; and**

10          **(4) Not be surrendered to an employer upon termination of employment.**

11          **4. Within ten days after the official seal of a notary is discovered to be stolen, lost,**  
12 **damaged, or otherwise rendered incapable of affixing a legible image, the notary, after**  
13 **informing the appropriate law enforcement agency in the case of theft or vandalism, shall**  
14 **notify the secretary by any means providing a tangible receipt, including certified mail and**  
15 **electronic transmission, and also provide a copy or number of any pertinent police report.**  
16 **Upon receipt of such notice, the secretary shall issue to the notary a new commission that**  
17 **shall be presented to a seal vendor in accordance with section 486.735.**

18          **5. As soon as reasonably practicable after resignation, or expiration of a notary**  
19 **commission, or death of the notary, the seal shall be destroyed or defaced so that it may not**  
20 **be misused.**

21          **6. For a commission that has been revoked, the notary shall forward their seal to**  
22 **the secretary's office for disposal. Failure to do so may be punishable by a fine of five**  
23 **hundred dollars, at the discretion of the secretary.**

**486.730. 1. Near the notary's official signature on each paper notarial certificate,**  
2 **the notary shall affix a sharp, legible, permanent, and photographically reproducible image**  
3 **of the official seal that shall include the following elements:**

4           **(1) The notary's name exactly as stated on the commission;**

5           **(2) The identification number of the notary's commission;**

6           **(3) The words "Notary Public", "Notary Seal", and "State of Missouri" and "My**  
7 **commission expires (commission expiration date)"; and**

8           **(4) A border in a rectangular or circular shape no larger than one sixteenth of an**  
9 **inch, surrounding the required words.**

10          **2. Illegible information within a seal impression may be typed or printed legibly by**  
11 **the notary adjacent to but not within the impression, or another impression may be legibly**  
12 **affixed nearby.**

13          **3. An embossed seal impression that is not photographically reproducible may be**  
14 **used in addition to, but not in place of, the official seal described in subsection 1 of this**  
15 **section.**

16          **4. A seal as described in subsection 1 of this section shall not be affixed over printed**  
17 **or written matter.**

486.735. 1. A vendor or manufacturer shall register with the secretary prior to selling or manufacturing notary seals. The secretary shall maintain an internet site for the purpose of allowing vendors and manufacturers to confirm the current standing of any notary in the state.

2. A vendor or manufacturer shall not provide a notary seal to a purchaser claiming to be a notary, unless the purchaser presents a notary commission issued by the secretary, and unless:

(1) In the case of a purchaser appearing in person, the vendor or manufacturer identifies this individual as the person named in the commission, through either personal knowledge or satisfactory evidence of identity; or

(2) In the case of a purchaser ordering a seal by mail or delivery service, the vendor or manufacturer confirms the notary's standing as a commissioned notary through the internet site.

3. For each commission, a vendor or manufacturer shall make or sell only one seal and, if requested by the person presenting the commission, only one embossing seal.

4. After manufacturing or providing a notary seal, the vendor shall affix an image of all seals on a form as prescribed by the secretary and, within seven business days, send the completed form to the secretary, retaining a copy of the form and the commission for a period of five years.

5. A notary obtaining a seal as a result of a name change shall present a copy of the confirmation of notary's name or address change from the secretary in accordance with sections 486.780 and 486.785.

6. A vendor or manufacturer who fails to comply with this section shall be subject to a fine of one thousand dollars for each violation. For multiple violations, a vendor's permission to sell or manufacture notary seals may be withdrawn by the secretary. Such violation shall not preclude the civil liability of the vendor to parties injured by the vendor's failure to comply with this section.

486.740. 1. For every notarial act involving a document, a notary shall properly complete a notarial certificate that contains or states:

(1) The official signature of the notary, in accordance with section 486.725;

(2) An impression of the official seal of the notary, in accordance with section 486.725;

(3) The venue of the notarial act where the notary is located, including the name of this state and of the pertinent county;

(4) The date of the notarial act; and

9           **(5) The facts and particulars attested by the notary in performing the respective**  
10 **notarial act.**

11           **2. A notarial certificate shall be sufficient for a particular notarial act only if it**  
12 **meets the requirements of subsection 1 of this section and is in a form that:**

13           **(1) Is set forth for that act in this chapter;**

14           **(2) Is otherwise prescribed for that act by the laws of this state;**

15           **(3) Is prescribed for that act by a law, regulation, or custom of another jurisdiction,**  
16 **provided it does not require actions by the notary that are unauthorized by the laws of this**  
17 **state; or**

18           **(4) Describes the actions of the notary in such a manner as to meet the**  
19 **requirements of the particular notarial act.**

20           **3. A notarial certificate shall be worded and completed using only letters,**  
21 **characters, and a language that are read, written, and understood by the notary.**

**486.745. 1. A paper notarial certificate that is attached to a document during the**  
2 **notarization of the signature of a principal shall:**

3           **(1) Be attached by staple or other method that leaves evidence of any subsequent**  
4 **detachment;**

5           **(2) Be attached, signed, and sealed only by the notary and only at the time of**  
6 **notarization and in the presence of the principal;**

7           **(3) Be attached immediately following the signature page if the certificate is the**  
8 **same size as that page, or to the front of the signature page if the certificate is smaller; and**

9           **(4) Contain all of the elements described in section 486.740 on the same sheet of**  
10 **paper.**

11           **2. A notary may correct an error or omission made by that notary in a notarial**  
12 **certificate if:**

13           **(1) The original certificate and document are returned to the notary;**

14           **(2) The notary verifies the error by reference to the pertinent journal entry, the**  
15 **document itself, or to other determinative written evidence;**

16           **(3) The notary legibly corrects the certificate and initials and dates the correction**  
17 **in ink, or replaces the original certificate with a correct certificate; and**

18           **(4) The notary appends to the pertinent journal entry a notation regarding the**  
19 **nature and date of the correction.**

**486.750. A notary shall use a certificate in substantially the following form in**  
2 **notarizing the signature or mark of any person acknowledging on his or her own behalf**  
3 **or as a partner, corporate officer, attorney in fact, or in any other representative capacity:**

4           **State of Missouri**

5 County (and/or City) of .....

6 On this ..... day of ....., 20....., before me, the undersigned notary, personally

7 appeared ..... (name of document signer), (personally known to

8 me)(proved to me through identification documents, which were .....)

9 (proved to me on the oath or affirmation of ....., who is personally known

10 to me and stated to me that (he)(she) personally knows the document signer

11 and is unaffected by the document,) (proved to me on the oath or

12 affirmation of ..... and ....., whose identities have been proven to me

13 through identification documents and who have stated to me that they

14 personally know the document signer and are unaffected by the document,)

15 to be the person whose name is signed on the preceding or attached

16 document, and acknowledged to me that (he)(she) signed it voluntarily for

17 its stated purpose(.)

18 (as partner for ....., a partnership.)

19 (as ..... for ....., a corporation.)

20 (as attorney in fact for ....., the principal.)

21 (as .....for ....., (a)(the) .....)

22 ..... (official signature and seal of notary)

**486.755. A notary shall use a jurat certificate in substantially the following form**

**2 in notarizing a signature or mark on an affidavit or other sworn or affirmed written**

**3 declaration:**

4 State of Missouri

5 County (and/or City) of .....

6 On this ..... day of ....., 20....., before me, the undersigned notary,

7 personally appeared ..... (name of document signer), (personally known

8 to me) (proved to me through identification documents, which were

9 .....,) (proved to me on the oath or affirmation of ....., who is

10 personally known to me and stated to me that (he)(she) personally knows the

11 document signer and is unaffected by the document,) (proved to me on the

12 oath or affirmation of ..... and ....., whose identities have been

13 proven to me through identification documents and who have stated to me

14 that they personally know the document signer and are unaffected by the

15 document,) to be the person who signed the preceding or attached document

16 in my presence and who swore or affirmed to me that the contents of the

17 document are truthful and accurate to the best of (his)(her) knowledge and

18 belief.

19 ..... (official signature and seal of notary)

20 **486.760.** A notary shall use a certificate in substantially the following form in  
21 **notarizing a signature or mark to confirm that it was affixed in the notary's presence**  
22 **without administration of an oath or affirmation:**

23 State of Missouri

24 County (and/or City) of .....

25 On this ..... day of ....., 20....., before me, the undersigned notary,  
26 personally appeared ..... (name of document signer), (personally known  
27 to me) (proved to me through identification documents, which were  
28 .....,) (proved to me on the oath or affirmation of ....., who is  
29 personally known to me and stated to me that (he)(she) personally knows the  
30 document signer and is unaffected by the document,) (proved to me on the  
31 oath or affirmation of ..... and ....., whose identities have been  
32 proven to me through identification documents and who have stated to me  
33 that they personally know the document signer and are unaffected by the  
34 document,) to be the person who signed the preceding or attached document  
35 in my presence.

36 ..... (official signature and seal of notary)

37 **486.765.** A notary shall use a certificate in substantially the following form in  
38 **notarizing a certified copy:**

39 State of Missouri

40 County (and/or City) of .....

41 On this ..... day of ....., 20.....,

42 I certify that the (attached or following paper document) (affixed, attached,  
43 or logically associated electronic document) has been (visually)  
44 (electronically) confirmed by me to be a true, exact, and complete copy of the  
45 image (or text) (and metadata) of ..... (description of original  
46 document), (presented/e-mailed to me by .....,) (found by me (online)  
47 at .....,) (held in my custody as a notarial record,) and that, to the  
48 best of my knowledge, the copied document is neither a vital record, a public  
49 record, nor a publicly recordable document, certified copies of which may  
50 be available from an official source other than a notary.

51 ..... (official signature and seal of notary)

52 **486.770. 1.** On a notarized document sent to another state or nation, evidence of  
53 the authenticity of the official seal and signature of a notary commissioned pursuant to this  
54 chapter, if required, shall be in the form of:

4 (1) A certificate of authority from the secretary, authenticated as necessary by  
5 additional certificates from United States or foreign government agencies; or

6 (2) In the case of a notarized document to be used in a nation that has signed and  
7 ratified the Hague Convention Abolishing the Requirement of Legalization for Foreign  
8 Public Documents of October 5, 1961, an apostille from the secretary or other federally  
9 designated official in the form prescribed by the Convention and described in subsection  
10 3 of this section, with no additional authenticating certificates required.

11 2. A certificate of authority evidencing the authenticity of the official seal and  
12 signature of a notary commissioned pursuant to this chapter shall be substantially in the  
13 following form:

14 **Certificate of Authority for a Notarial Act**

15 I, ..... (name, title, jurisdiction of authenticating official), certify that  
16 ..... (name of notary), the person named in the seal and signature on the  
17 attached document, was a Notary Public for the state of Missouri and  
18 authorized to act as such at the time of the document's notarization.

19 To verify this Certificate of Authority for a Notarial Act, I have affixed  
20 below my signature and seal of office this ..... day of ....., 20..... .

21 ..... (Signature and seal of commissioning official)

22 3. An apostille prescribed by the Hague Convention Abolishing the Requirement  
23 of Legalization for Foreign Public Documents of October 5, 1961, shall be in the form of  
24 a square with sides at least nine centimeters long and contain exactly the following  
25 wording:

26 **APOSTILLE**

27 (Convention de La Haye du 5 octobre 1961)

- 28 1. Country: .....
- 29 2. This public document
- 30 has been signed by .....
- 31 3. acting in the capacity of .....
- 32 4. bears the seal/stamp of .....

33 **CERTIFIED**

- 34 5. at .....
- 35 6. the .....
- 36 7. by .....
- 37 8. No. ....
- 38 9. Seal/Stamp
- 39 10. Signature:

40 .....

41 4. The secretary may charge a fee as set forth in section 28.160 for issuing a  
42 certificate of authority or an apostille.

486.775. 1. A notarial act may be performed within this state by the following  
2 persons:

3 (1) A notary of this state;

4 (2) A judge, clerk, or deputy clerk of any court of this state; or

5 (3) Any other person authorized by the law of this state to perform a specific  
6 notarial act.

7 2. The official signature, seal, and title of a person authorized by subsection 1 of  
8 this section to perform a notarial act shall be considered prima facie evidence that the  
9 signature and seal are genuine and that the person holds the indicated title.

10 3. A notarial act shall have the same effect under the law of this state as if  
11 performed by a notarial officer of this state if performed in another state, commonwealth,  
12 territory, district, or possession of the United States by any of the following persons:

13 (1) A notary of that jurisdiction;

14 (2) A judge, clerk, or deputy clerk of a court of that jurisdiction; or

15 (3) Any other person authorized by the law of that jurisdiction to perform notarial  
16 acts.

17 4. The official signature, title, and, if required by law, seal of a person whose  
18 authority to perform notarial acts is recognized by subsection 3 of this section shall be  
19 considered prima facie evidence that the signature and seal are genuine and that the person  
20 holds the indicated title, and, except in the case of subdivision (3) of subsection 3 of this  
21 section, shall conclusively establish the authority of a holder of that title to perform a  
22 notarial act.

23 5. A notarial act shall have the same effect under the law of this state as if  
24 performed by a notarial officer of this state if performed anywhere by any of the following  
25 persons under authority granted by the law of the United States:

26 (1) A judge, clerk, or deputy clerk of a court;

27 (2) A commissioned United States military officer on active duty;

28 (3) A foreign service or consular officer of the United States; or

29 (4) Any other person authorized by federal law to perform notarial acts.

30 6. The official signature, title, and, if required by law, seal of a person whose  
31 authority to perform notarial acts is recognized by subsection 5 of this section shall be  
32 considered prima facie evidence that the signature and seal are genuine, that the person  
33 holds the indicated title, and, except in the case of subdivision (4) of subsection 5 of this

34 section, shall conclusively establish the authority of a holder of that title to perform a  
35 notarial act.

36 7. A notarial act shall have the same effect under the law of this state as if  
37 performed by a notarial officer of this state if performed within the jurisdiction and under  
38 authority of a foreign nation or its constituent units or a multi-national or international  
39 organization by any of the following persons:

40 (1) A notary or other notarial officer;

41 (2) A judge, clerk, or deputy clerk of a court of record; or

42 (3) Any other person authorized by the law of that jurisdiction to perform notarial  
43 acts.

44 8. The official seal or stamp of a person whose authority to perform notarial acts  
45 shall be recognized by subsection 7 of this section shall be considered prima facie evidence  
46 that the signature is genuine, that the person holds the indicated title, and, except in the  
47 case of subdivision (3) of subsection 7 of this section, shall conclusively establish the  
48 authority of a holder of that title to perform a notarial act.

49 9. The authority of an officer to perform notarial acts shall be conclusively  
50 established if the title of the office and indication of authority to perform notarial acts  
51 appears either in a digest of foreign law or a list customarily used as a source for that  
52 information.

53 10. An apostille in the form prescribed by subsection 3 of section 486.770 shall  
54 conclusively establish that the signature and seal of the notarial officer referenced in the  
55 apostille are genuine and that the person holds the indicated office.

56 11. A certificate of a foreign service or consular officer of the United States  
57 stationed in the nation under whose jurisdiction the notarial act was performed, or a  
58 certificate of a foreign service or consular officer of that nation stationed in the United  
59 States, conclusively establishes any matter relating to the authenticity or validity of the  
60 notarial act referenced in the certificate.

61 12. Nothing in this section shall be construed to permit a notary of this state to  
62 perform a notarial act outside of this state without meeting the legal requirements of the  
63 state, commonwealth, territory, district or possession of the United States, or foreign nation  
64 in which the notarial act is performed.

486.780. 1. Within ten days after the change of a notary's residence, business, or  
2 mailing address, the notary shall send to the secretary by any means providing a tangible  
3 receipt, including certified mail and electronic transmission, a signed notice of the change,  
4 giving both old and new addresses, along with a fee of five dollars.

5           **2. If the address of the regular place of work or business is changed, the notary**  
6 **shall not perform a notarial act until:**

7           **(1) The notice described in subsection 1 of this section has been delivered or**  
8 **transmitted;**

9           **(2) A confirmation of the notary's name or address change has been received from**  
10 **the secretary; and**

11           **(3) The surety for the notary's bond has been informed in writing.**

**486.785. 1. Within ten days after the change of a notary's name by court order or**  
2 **marriage, the notary shall send to the secretary by any means providing a tangible receipt,**  
3 **including certified mail and electronic transmission, a signed notice of the change, giving**  
4 **both the former and the new name, with a copy of any official authorization for such**  
5 **change, along with a fee of five dollars.**

6           **2. A notary with a new name shall continue to use the former name in performing**  
7 **notarial acts until:**

8           **(1) The notice described in subsection 1 of this section has been delivered or**  
9 **transmitted;**

10           **(2) A confirmation of the notary's name or address change has been received from**  
11 **the secretary;**

12           **(3) A new seal bearing the new name exactly as in the confirmation has been**  
13 **obtained; and**

14           **(4) The surety for the notary's bond has been informed in writing.**

15           **3. Upon completing the requirements of subsection 2 of this section, the notary shall**  
16 **use his or her new name.**

**486.790. 1. A notary who resigns his or her commission shall send to the secretary**  
2 **by any means providing a tangible receipt, including certified mail and electronic**  
3 **transmission, a signed notice indicating the effective date of resignation.**

4           **2. A notary who ceases to reside in or to maintain a regular place of work or**  
5 **business in this state, or who becomes permanently unable to perform their notarial duties,**  
6 **shall resign their commission.**

**486.795. 1. Except as provided in subsection 2 of this section, if a notary**  
2 **commission expires or is resigned or revoked, the notary shall:**

3           **(1) As soon as reasonably practicable, destroy or deface all of his or her notary seals**  
4 **so that they may not be misused; and**

5           **(2) Within thirty days after the effective date of resignation, revocation, or**  
6 **expiration of the commission, dispose of the journal and notarial records in accordance**  
7 **with subsection 4 of section 486.715.**

8           **2. A notary whose commission has expired, who intends to apply for a new**  
9 **commission, and whose previous commission or application was not revoked or denied by**  
10 **the secretary, shall not be required to dispose of his or her journal and notarial records**  
11 **within thirty days after commission expiration, but shall do so within three months after**  
12 **expiration unless recommissioned within that period.**

**486.800. If a notary dies during the term of commission or before fulfilling the**  
2 **requirements of this section, the notary's personal representative shall:**

3           **(1) Notify the secretary of the death in writing;**

4           **(2) As soon as reasonably practicable, forward all notary seals to the secretary; and**

5           **(3) Within thirty days after death, forward the journal and notarial records in**  
6 **accordance with subsection 4 of section 486.715.**

**486.805. 1. A notary shall be liable to any person for all damages proximately**  
2 **caused that person by the notary's negligence, intentional violation of law, or official**  
3 **misconduct in relation to a notarization.**

4           **2. A surety for a notary's bond shall be liable to any person for damages**  
5 **proximately caused that person by the notary's negligence, intentional violation of law, or**  
6 **official misconduct in relation to a notarization during the bond term, but this liability**  
7 **shall not exceed the dollar amount of the bond or of any remaining bond funds that have**  
8 **not been disbursed to other claimants. Regardless of the number of claimants against the**  
9 **bond or the number of notarial acts cited in the claims, a surety's aggregate liability shall**  
10 **not exceed the dollar amount of the bond.**

11           **3. An employer of a notary shall be liable to any person for all damages**  
12 **proximately caused that person by the notary's negligence, intentional violation of law, or**  
13 **official misconduct in performing a notarization during the course of employment, if the**  
14 **employer directed, expected, encouraged, approved, or tolerated the notary's negligence,**  
15 **violation of law, or official misconduct either in the particular transaction or, impliedly,**  
16 **by the employer's previous action in at least one similar transaction involving any notary**  
17 **employed by the employer.**

18           **4. An employer of a notary shall be liable to the notary for all damages recovered**  
19 **from the notary as a result of any violation of law by the notary that was coerced by threat**  
20 **of the employer, if the threat, such as of demotion or dismissal, was made in reference to**  
21 **the particular notarization or, impliedly, by the employer's previous action in at least one**  
22 **similar transaction involving any notary employed by the employer. In addition, the**  
23 **employer is liable to the notary for damages caused the notary by demotion, dismissal, or**  
24 **other action resulting from the notary's refusal to engage in a violation of law or official**  
25 **misconduct.**

26           **5. Notwithstanding any other provision in this chapter to the contrary, for the**  
27 **purposes of this section "negligence" shall not include any good-faith determination made**  
28 **by the notary pursuant to the obligations imposed by subdivision (3) of subsection 1 of**  
29 **section 486.645 or subdivision (4) of subsection 1 of section 486.645.**

30           **6. Recovery of damages against a notary, surety, or employer shall require that the**  
31 **notary's negligence, violation of law, or official misconduct be the proximate cause of the**  
32 **damages, although not required to be the sole cause.**

33           **7. This section shall also apply to electronic notaries performing electronic notarial**  
34 **acts and remote online notaries performing remote online notarial acts.**

**486.810. 1. The secretary may revoke a notary commission for any ground on**  
2 **which an application for a commission may be denied pursuant to subsection 3 of section**  
3 **486.605.**

4           **2. The secretary shall revoke the commission of any notary who fails:**

5           **(1) To maintain a residence or a regular place of work or business in this state; and**

6           **(2) To maintain status as a legal resident of the United States.**

7           **3. Prior to revocation of a notary commission, the secretary shall inform the notary**  
8 **of the basis for the revocation and that the revocation takes effect on a particular date**  
9 **unless a proper appeal is filed with the secretary before that date.**

10           **4. Resignation or expiration of a notary commission does not terminate or preclude**  
11 **an investigation into the notary's conduct by the secretary, who may pursue the**  
12 **investigation to a conclusion, whereupon it shall be made a matter of public record**  
13 **regardless of whether the finding would have been grounds for revocation.**

14           **5. The secretary shall promulgate rules providing for appeals from revocations,**  
15 **subject to the limitations in section 486.830.**

16           **6. This section shall also apply to electronic notaries performing electronic notarial**  
17 **acts and remote online notaries performing remote online notarial acts.**

**486.815. 1. The secretary may immediately suspend a notary commission upon**  
2 **written notice sent by certified mail if the situation is deemed to have a serious unlawful**  
3 **effect on the general public, provided that the notary shall be entitled to hearing and**  
4 **adjudication as soon thereafter as is practicable.**

5           **2. The secretary shall promulgate rules providing for hearings and appeals on**  
6 **suspension of a notary commission, subject to the limitations in section 486.830.**

7           **3. This section shall also apply to electronic notaries performing electronic notarial**  
8 **acts and remote online notaries performing remote online notarial acts.**

2       **486.820.** The secretary may regularly publish a list of persons whose notary  
3 commissions have been suspended or revoked by the secretary, including electronic  
4 notaries and remote online notaries.

2       **486.825.** The sanctions of this chapter shall not preclude any other sanctions or  
3 remedies provided by law.

2       **486.830.** The secretary may promulgate rules that are reasonable and necessary to  
3 accomplish the duties specifically delegated to the secretary in this chapter. Any rule or  
4 portion of a rule, as that term is defined in section 536.010, that is created pursuant to the  
5 authority delegated in this chapter shall become effective only if it complies with and is  
6 subject to all of the provisions of chapter 536 and, if applicable, section 536.028. This  
7 chapter and chapter 536 are nonseverable and if any of the powers vested with the general  
8 assembly pursuant to chapter 536 to review, to delay the effective date, or to disapprove  
9 and annul a rule are subsequently held unconstitutional, then the grant of rulemaking  
10 authority and any rule proposed or adopted after August 28, 2020, shall be invalid and  
11 void.

2       **486.900.** As used in sections 486.900 to 486.1010, the following terms and phrases  
3 mean:

4       (1) "Capable of independent verification", any interested person may confirm the  
5 validity of an electronic notary's identity and authority through a publicly accessible  
6 system;

7       (2) "Electronic", relates to technology having electrical, digital, magnetic, wireless,  
8 optical, electromagnetic, or similar capabilities;

9       (3) "Electronic document", information that is created, generated, sent,  
10 communicated, received, or stored by electronic means;

11       (4) "Electronic journal of notarial acts" and "electronic journal", a chronological  
12 electronic record of notarizations that is maintained by the notary public who performed  
13 the same notarizations;

14       (5) "Electronic notarial act" and "electronic notarization", an official act involving  
15 an electronic document that is performed in compliance with sections 486.900 to 486.1010  
16 by an electronic notary public as a security procedure as defined in the Uniform Electronic  
17 Transactions Act, sections 432.200 to 432.295;

18       (6) "Electronic notarial certificate", the part of, or attachment to, a notarized  
19 electronic document that, in the performance of an electronic notarization, is completed  
20 by the electronic notary, bears the notary's registered electronic signature and seal, and  
21 states the date, venue, and facts attested to or certified by the notary in the particular  
22 electronic notarization;

22 (7) "Electronic notary public" and "electronic notary", a notary public who has  
23 registered with the secretary the capability to perform electronic notarial acts;

24 (8) "Electronic notary seal" and "electronic seal", information within a notarized  
25 electronic document that includes the electronic notary's name, title, jurisdiction, and  
26 commission expiration date and generally corresponds to information in notary seals used  
27 on paper documents;

28 (9) "Electronic signature", an electronic sound, symbol, or process attached to or  
29 logically associated with an electronic document and executed or adopted by a person with  
30 the intent to sign the document;

31 (10) "Registered electronic notary seal", an electronic notary seal produced by a  
32 notary in the performance of an electronic notarial act by a means that was registered with  
33 the secretary;

34 (11) "Registered electronic signature", an electronic signature produced by a  
35 notary in the performance of an electronic notarial act by a means that was registered with  
36 the secretary;

37 (12) "Security procedure", a procedure employed for the purpose of verifying that  
38 an electronic signature, document, or performance is that of a specific person or for  
39 detecting changes or errors in the information in an electronic document. The term  
40 includes a procedure that requires the use of algorithms or other codes, identifying words  
41 or numbers, encryption, or callback, or other acknowledgment procedures.

486.902. Sections 486.900 to 486.1010 supplement the provisions of sections 486.600  
2 to 486.825 for in person electronic notarial acts. To the extent sections 486.600 to 486.825  
3 are inconsistent with sections 486.900 to 486.1010, the provisions of 486.900 to 486.1010  
4 control regarding the performance of in person electronic notarial acts.

486.905. 1. Prior to performing electronic notarial acts, a person shall apply to be  
2 a commissioned notary for the state of Missouri.

3 2. A notary shall register the capability to perform electronic notarial acts with the  
4 secretary before notarizing electronically.

5 3. Upon re-commissioning, a notary shall again register with the secretary before  
6 notarizing electronically.

7 4. A person may apply or reapply for a notary commission and register or  
8 reregister to perform electronic notarial acts at the same time.

486.910. 1. Before initially registering the capability to perform electronic notarial  
2 acts, an electronic notary shall complete a course of instruction as approved by the  
3 secretary, in addition to the course required for commissioning as a notary, and pass an  
4 examination based on the course.

5           **2. The content of the course shall be notarial laws, procedures, and ethics**  
6 **pertaining to electronic notarization.**

**486.915. The term of registration of an electronic notary public shall begin on the**  
2 **registration starting date set by the secretary and shall continue as long as the notary's**  
3 **commission remains in effect or until registration is terminated pursuant to subsection 1**  
4 **of section 486.1005.**

**486.920. 1. To register the capability to perform electronic notarial acts, a notary**  
2 **shall electronically sign and submit to the secretary an electronic form prescribed by the**  
3 **secretary that includes:**

4           **(1) Proof of successful completion of the courses and examinations required by**  
5 **sections 486.630 and 486.910;**

6           **(2) The following information:**

7           **(a) A description of each separate means that will be used to produce electronic**  
8 **signatures and electronic notary seals;**

9           **(b) Any keys, codes, software, decrypting instructions, or graphics that will allow**  
10 **the electronic signatures and seals produced by the means described in paragraph (a) of**  
11 **this subdivision to be verified;**

12           **(c) The names of any licensed authorities issuing the means for producing the**  
13 **electronic signatures and seals, the source of each license, and the starting and expiration**  
14 **dates of each pertinent certificate, software, or process;**

15           **(d) An explanation of any revocation, annulment, or other premature termination**  
16 **of any certificate, software, or process ever issued or registered to the applicant to produce**  
17 **an electronic signature or seal; and**

18           **(e) A declaration that the notary public will use the means issued or authorized for**  
19 **issuance by the secretary for producing an electronic notary seal; and**

20           **(3) The access instructions that will allow the electronic journal of notarial acts as**  
21 **described in section 486.700 to be viewed, printed, and copied.**

22           **2. Pursuant to this section, a notary public may register at the same or different**  
23 **times one or more respective means for producing electronic signatures and electronic**  
24 **notary seals, or single elements combining the required features of both, consistent with**  
25 **the requirements cited elsewhere in this chapter.**

26           **3. The secretary shall deny registration to any applicant submitting an electronic**  
27 **registration form that contains a material misstatement or omission of fact.**

28           **4. Information in the registration form of an electronic notary public shall be used**  
29 **by the secretary and designated state employees only for the purpose of performing official**

30 duties, shall be a closed record as described in chapter 610, and shall not be disclosed to  
31 any person other than:

32 (1) A government agent acting in an official capacity and duly authorized to obtain  
33 such information;

34 (2) A person authorized by court order; or

35 (3) The registrant or the registrant's duly authorized agent.

486.925. The following notarial acts may be performed electronically:

2 (1) Acknowledgment;

3 (2) Jurat;

4 (3) Signature witnessing; and

5 (4) Copy certification.

486.930. 1. An electronic notary shall perform an electronic notarization only if the  
2 principal:

3 (1) Is in the presence of the notary at the time of notarization;

4 (2) Is personally known to the notary or identified by the notary through  
5 satisfactory evidence;

6 (3) Appears to understand the nature of the transaction;

7 (4) Appears to be acting of his or her own free will;

8 (5) Communicates directly with the notary in a language both understand; and

9 (6) Reasonably establishes the electronic signature as his or her own.

10 2. In performing electronic notarial acts, an electronic notary shall adhere to all  
11 applicable laws governing notarial acts provided in this chapter.

486.935. 1. In performing an electronic notarial act, the electronic notary shall  
2 properly complete an electronic notarial certificate.

3 2. A proper electronic notarial certificate shall contain:

4 (1) Completed wording appropriate to the particular electronic notarial act, as  
5 prescribed in subsection 3 of this section;

6 (2) A registered electronic signature; and

7 (3) A registered electronic notary seal, which shall include:

8 (a) The name of the electronic notary fully and exactly as it is spelled on the  
9 notary's commissioning document;

10 (b) The jurisdiction that commissioned and registered the electronic notary;

11 (c) The title "Electronic Notary Public";

12 (d) The commission or registration number of the electronic notary; and

13 (e) The commission expiration date of the electronic notary.

14 3. The wording of an electronic notarial certificate shall be in a form that:

- 15           **(1) Is set forth in sections 486.740 to 486.750;**  
16           **(2) Is otherwise prescribed by the law of this state;**  
17           **(3) Is prescribed by a law, regulation, or custom of another jurisdiction, provided**  
18 **it does not require actions by the electronic notary that are unauthorized by this state; or**  
19           **(4) Describes the actions of the electronic notary in such a manner as to meet the**  
20 **requirements of the particular notarial act, as defined in section 486.600 or 486.900.**

21           **4. An electronic notarial certificate shall be worded and completed using only**  
22 **letters, characters, and a language that are read, written, and understood by the electronic**  
23 **notary.**

**486.940. 1. In notarizing an electronic document, the notary shall attach to, or**  
2 **logically associate with, the electronic notarial certificate a registered electronic signature**  
3 **and a registered electronic notary seal, or a registered single element in conformity with**  
4 **subsection 2 of this section, in such a manner that the signature and the seal, or the single**  
5 **element, are attributed to the electronic notary as named on the commission.**

6           **2. A registered electronic signature shall be:**

- 7           **(1) Unique to the electronic notary;**  
8           **(2) Capable of independent verification;**  
9           **(3) Attached to or logically associated with an electronic notarial certificate in such**  
10 **a manner that any subsequent alteration of the certificate or underlying electronic**  
11 **document prominently displays evidence of the alteration; and**

12           **(4) Attached or logically associated by a means under the electronic notary's sole**  
13 **control.**

14           **3. At all times the means for producing registered electronic notary seals, or**  
15 **registered single elements as described in subsection 2 of this section, shall be kept under**  
16 **the sole control of the electronic notary.**

17           **4. An employer of an electronic notary shall not use or control the means for**  
18 **producing registered electronic signatures and notary seals, or registered single elements**  
19 **combining the required features of both, nor upon termination of a notary's employment**  
20 **retain any software, coding, disk, certificate, card, token, or program that is intended**  
21 **exclusively to produce a registered electronic signature, notary seal, or combined single**  
22 **element, regardless of whether the employer financially supported the employee's activities**  
23 **as a notary.**

24           **5. A registered electronic signature may be used by the electronic notary for lawful**  
25 **purposes other than performing electronic notarizations, provided that neither the title**  
26 **"notary" nor any other indication of status as a notarial officer is part of the signature.**

27           **6. Neither a registered electronic notary seal nor a combined single element**  
28 **containing the seal shall be used by the electronic notary for any purpose other than**  
29 **performing lawful electronic notarizations.**

**486.945. 1. An electronic notary shall keep, maintain, protect, and provide for**  
2 **lawful inspection a chronological journal of notarial acts that is a permanently bound book**  
3 **with numbered pages.**

4           **2. If a notary is registered as an electronic notary:**

5           **(1) The notary shall keep an electronic journal of electronic notarial acts as**  
6 **described in section 486.950; and**

7           **(2) The notary shall keep a record of electronic notarial acts in the permanently**  
8 **bound journal.**

9           **3. A notary shall maintain only one active permanently bound journal at the same**  
10 **time, except that a backup of each active and inactive electronic journal shall be retained**  
11 **by the notary in accordance with subdivision (3) of subsection 1 of section 486.950 if each**  
12 **respective original electronic journal is retained.**

13           **4. A notary shall keep the permanently bound journal for a period of no less than**  
14 **ten years from the date of the last entry.**

**486.947. 1. For every electronic notarial act, the electronic notary shall record in**  
2 **the electronic journal at the time of notarization the following:**

3           **(1) The date and time of day of the electronic notarial act;**

4           **(2) The type of electronic notarial act;**

5           **(3) The type, title, or a description of the document or proceeding;**

6           **(4) The signature, printed name, and address of each principal;**

7           **(5) The printed name and address of each requester of fact;**

8           **(6) The evidence of identity of each principal in the form of either:**

9           **(a) A statement that the person is personally known to the notary;**

10           **(b) A notation of the type of identification document, the issuing agency, the serial**  
11 **or identification number, and the date of issuance or expiration;**

12           **(c) The handwritten signature and the name and address of each credible witness**  
13 **swearing or affirming to the principal's identity, and for credible witnesses who are not**  
14 **personally known to the notary, a description of the identification documents relied on by**  
15 **the notary; or**

16           **(d) In the case of an electronic journal, a recognized biometric identifier, in**  
17 **accordance with subdivision (4) of subsection 1 of section 486.950;**

18           **(7) The fee, if any, charged for the electronic notarial act;**

19           **(8) The address where the electronic notarial act was performed, if not the address**  
20 **of the notary's regular place of work or business; and**

21           **(9) The name of any authority issuing or registering the means used to create the**  
22 **electronic signature that was notarized, the source of this authority's license, if any, and**  
23 **the expiration date of the electronic process.**

24           **2. An electronic notary shall not record a Social Security number or credit card**  
25 **number in the journal.**

26           **3. An electronic notary may record in the journal the circumstances for not**  
27 **performing or completing any requested electronic notarial act.**

28           **4. As required in subdivision (4) of subsection 2 of section 486.745, a notary shall**  
29 **append to the pertinent entry in the journal a notation of the nature and date of the**  
30 **notary's correction of a completed notarial certificate corresponding to the entry.**

**486.950. 1. An electronic journal of electronic notarial acts shall:**

2           **(1) Allow journal entries to be made, viewed, printed, and copied only after access**  
3 **is obtained by a procedure that uses two factors of authentication;**

4           **(2) Not allow a journal entry to be deleted or altered in content or sequence by the**  
5 **electronic notary or any other person after a record of the electronic notarization is entered**  
6 **and stored, except that an entry may be deleted if the retention period set forth in**  
7 **subsection 4 of this section has passed;**

8           **(3) Have a backup system in place to provide a duplicate record of electronic**  
9 **notarial acts as a precaution in the event of loss of the original record;**

10           **(4) Be capable of capturing and storing the image of a handwritten or electronic**  
11 **signature and the data related to one other type of recognized biometric identifier; and**

12           **(5) Be capable of printing and providing electronic copies of any entry, including**  
13 **images of handwritten signatures and the data related to the other selected type of**  
14 **recognized biometric identifier.**

15           **2. In maintaining an electronic journal of electronic notarial acts, an electronic**  
16 **notary public shall comply with the applicable prescriptions and prohibitions regarding**  
17 **the copying, security, surrender, and disposition of a journal as set forth in sections**  
18 **486.710 to 486.715 and sections 486.795 to 486.800.**

19           **3. Every electronic notary public maintaining an electronic journal of electronic**  
20 **notarial acts pursuant to section 486.945 shall:**

21           **(1) Provide to the secretary authorization on the registration form described in**  
22 **section 486.920 and the access instructions that allow journal entries to be viewed, printed,**  
23 **and copied in read-only access; and**

24           **(2) Notify the secretary of any subsequent change to the access instructions.**

25           **4. An electronic notary public maintaining an electronic journal of electronic**  
26 **notarial acts shall keep the entry for a period of no less than ten years from the date of the**  
27 **entry and shall also keep a record of electronic notarial acts in a permanently bound**  
28 **journal as set forth in sections 486.700 and 486.705.**

**486.955. Upon resignation, revocation, or expiration of a notary commission, or**  
2 **death of the electronic notary:**

3           **(1) The journal and notarial records shall be delivered to the secretary in**  
4 **accordance with sections 486.795 to 486.800 by any means providing a tangible receipt,**  
5 **including certified mail and electronic transmission, allowing that an electronic journal**  
6 **may be delivered on disk, printed on paper, or transmitted electronically, in accordance**  
7 **with the requirements of the secretary; and**

8           **(2) In the case of an electronic journal and backup copy where disks or other**  
9 **physical storage media are not required to be surrendered, no further entries shall be made**  
10 **in the journal and backup. The journal and backup shall be safeguarded until both are**  
11 **erased or expunged after ten years from the date of the last entry by the notary or the**  
12 **notary's personal representative.**

**486.960. 1. For performing an electronic notarial act, an electronic notary public**  
2 **may charge the maximum fee specified in this section, charge less than the maximum fee,**  
3 **or waive the fee.**

4           **2. The maximum fees that may be charged by an electronic notary public for**  
5 **performing an electronic notarial act are:**

6           **(1) For an acknowledgment, five dollars per signature;**

7           **(2) For a jurat, five dollars per signature; and**

8           **(3) For a signature witnessing, five dollars per signature.**

9           **3. An electronic notary may charge a travel fee to perform an electronic notarial**  
10 **act if:**

11           **(1) The notary and the person requesting the electronic notarial act agree upon the**  
12 **travel fee in advance of the travel; and**

13           **(2) The notary explains to the person requesting the notarial act that the travel fee**  
14 **is both separate from the notarial fee prescribed in subsection 2 of this section and neither**  
15 **specified nor mandated by law.**

16           **4. An electronic notary shall not discriminate in the charging of fees for an**  
17 **electronic notarial act based on the characteristics of the principal or requester of fact as**  
18 **set forth in subsection 1 of section 486.650, though an electronic notary may waive or**  
19 **reduce fees for humanitarian or charitable reasons.**



19 state of Missouri and authorized to act as such at the time the document was  
 20 electronically notarized. I also certify that the document bears no evidence  
 21 of illegal or fraudulent alteration.

22 To verify this Certificate of Authority for an Electronic Notarial Act, I have  
 23 included herewith my electronic seal and signature this ..... day of .....,  
 24 20..... .

25 (Electronic seal and signature of secretary)

486.975. For issuing an electronic certificate of authority for an electronic notarial  
 2 act, including an electronic form of the apostille set forth in subsection 3 of section 486.770,  
 3 the secretary may charge a maximum of ten dollars.

486.980. 1. Within five business days after the change of an electronic notary  
 2 public's e-mail address, the notary shall electronically transmit to the secretary a notice of  
 3 the change secured by a registered electronic signature of the notary.

4 2. Any change or addition to the data on the electronic registration form described  
 5 in section 486.920, including any change to an electronic journal's access instructions, shall  
 6 be reported within ten days to the secretary.

486.985. 1. Upon becoming aware that the status, functionality, or validity of the  
 2 means for producing a registered electronic signature, notary seal, or single element  
 3 combining the signature and seal, has changed, expired, terminated, or become  
 4 compromised, the notary shall:

5 (1) Immediately notify the secretary;

6 (2) Cease producing seals or signatures in electronic notarizations using that  
 7 means;

8 (3) Perform electronic notarizations only with a currently registered means or  
 9 another means that has been registered within thirty days; and

10 (4) Dispose of any software, coding, disk, certificate, card, token, or program that  
 11 has been rendered defunct, in the manner described in subsection 1 of section 486.995.

12 2. Pursuant to subsection 1 of this section, the secretary shall immediately suspend  
 13 the electronic status of a notary who has no other currently registered means for producing  
 14 electronic signatures or notary seals, and, if such means is not registered within thirty days,  
 15 electronic status shall be terminated.

486.990. 1. Any revocation, resignation, expiration, or other termination of the  
 2 commission of a notary public immediately terminates any existing registration as an  
 3 electronic notary.

4 2. A notary's decision to terminate registration as an electronic notary shall not  
 5 automatically terminate the underlying commission of the notary.

6           **3. A notary who terminates registration as an electronic notary shall notify the**  
7 **secretary in writing and dispose of any pertinent software, coding, disk, certificate, card,**  
8 **token, or program as described in subsection 1 of section 486.995.**

**486.995. 1. Except as provided in subsection 2 of this section, if the commission of**  
2 **an electronic notary public expires or is resigned or revoked, if registration as an electronic**  
3 **notary terminates, or if an electronic notary dies, the notary or the notary's duly**  
4 **authorized representative shall, within thirty business days, permanently erase or expunge**  
5 **the software, coding, disk, certificate, card, token, or program that is intended exclusively**  
6 **to produce registered electronic notary seals, registered single elements combining the**  
7 **required features of an electronic signature and notary seal, or registered electronic**  
8 **signatures that indicate status as a notary.**

9           **2. A former electronic notary public whose previous commission expired shall not**  
10 **be subject to subsection 1 of this section if such electronic notary public, within three**  
11 **months after expiration, is recommissioned and reregistered as an electronic notary public**  
12 **using the same registered means for producing electronic notary seals and signatures.**

**486.1000. The liability, sanctions, and remedies for the improper performance of**  
2 **electronic notarial acts by an electronic notary public are the same as described and**  
3 **provided in section 486.805 for the improper performance of nonelectronic notarial acts.**

**486.1005. 1. The secretary shall terminate an electronic notary public's registration**  
2 **for any of the following reasons:**

3           **(1) Submission of an electronic registration form containing a material**  
4 **misstatement or omission of fact;**

5           **(2) Failure to maintain the capability to perform electronic notarial acts, except as**  
6 **allowed in subdivision (3) of subsection 1 of section 486.985; or**

7           **(3) The electronic notary's performance of official misconduct.**

8           **2. Prior to terminating an electronic notary's registration, the secretary shall**  
9 **inform the notary of the basis for the termination and that the termination shall take place**  
10 **on a particular date unless a proper appeal is filed with the secretary before that date.**

11           **3. Neither resignation nor expiration of a notary commission or of an electronic**  
12 **notary registration precludes or terminates an investigation by the secretary into the**  
13 **electronic notary's conduct. The investigation may be pursued to a conclusion, whereupon**  
14 **it shall be made a matter of public record regardless of whether the finding would have**  
15 **been grounds for termination of the commission or registration of the electronic notary.**

**486.1010. The criminal penalties for impersonating an electronic notary public and**  
2 **for soliciting, coercing, or improperly influencing an electronic notary to commit official**

3 misconduct in performing notarial acts are the same penalties described in subsection 6 of  
4 section 578.700 in regard to performing nonelectronic notarial acts.

2 486.1100. As used in sections 486.1100 to 486.1205, the following terms and phrases  
2 mean:

3 (1) "Appears in person before the notary" or "personally appear before the  
4 notary" or "in the presence of the notary", includes, in the case of a remote online  
5 notarization, a principal and any required witness appearing by remote means in  
6 accordance with sections 486.1100 to 486.1205;

7 (2) "Communication technology", an electronic device or process that allows a  
8 notary public physically located in this state and a remotely located individual to  
9 communicate with each other simultaneously by sight and sound, and which, as necessary,  
10 makes reasonable accommodations for individuals with vision, hearing, or speech  
11 impairments;

12 (3) "Credential analysis", a process or service that meets the standards established  
13 by the secretary of state through which a third person affirms the validity of an  
14 identification credential;

15 (4) "Electronic", relating to technology having electrical, digital, magnetic, wireless,  
16 optical, electromagnetic, or similar capabilities;

17 (5) "Electronic document", information that is created, generated, sent,  
18 communicated, received, or stored by electronic means;

19 (6) "Electronic notary seal" and "electronic seal", information within a notarized  
20 electronic document that includes the remote online notary's name, title, jurisdiction, and  
21 commission expiration date and generally corresponds to information in notary seals used  
22 on paper documents;

23 (7) "Electronic signature", an electronic sound, symbol, or process attached to or  
24 logically associated with an electronic document and executed or adopted by a person with  
25 the intent to sign the document;

26 (8) "Identity proofing", a process or service operating according to standards  
27 established by the secretary of state by rule;

28 (9) "Outside the United States", outside the geographic boundaries of a state or  
29 commonwealth of the United States, the District of Columbia, Puerto Rico, the United  
30 States Virgin Islands, and any territory or insular possession subject to the jurisdiction of  
31 the United States;

32 (10) "Remote online notarization" or "remote online notarial act", an electronic  
33 notarial act performed by means of communication technology that meets the standards  
34 as provided in sections 486.1100 to 486.1205;

35           (11) "Remote online notary public", a notary public physically located in this state  
36 who has registered with the secretary of state to perform remote online notarizations  
37 pursuant to sections 486.1100 to 486.1205;

38           (12) "Remote presentation", transmission to the remote online notary public  
39 through communication technology of an image of an identification credential that is of  
40 sufficient quality to enable the remote online notary public to:

41           (a) Identify the individual seeking the remote online notary public's services; and

42           (b) Perform credential analysis;

43           (13) "Remotely located individual", an individual who is not in the physical  
44 presence of the notary public.

          486.1105. Sections 486.1100 to 486.1205 supplement the provisions of sections  
2 486.600 to 486.820 and sections 486.900 to 486.1010 for remote online notarial acts. To the  
3 extent sections 486.600 to 486.820 and 486.900 to 486.1010 are inconsistent with sections  
4 486.1100 to 486.1205, the provisions of 486.1100 to 486.1205 control regarding remote  
5 online notarial acts.

          486.1110. The secretary of state is authorized to adopt rules necessary to implement  
2 sections 486.1100 to 486.1205, including rules to facilitate remote online notarizations,  
3 subject to the limitations in section 486.830.

          486.1115. 1. The secretary of state by rule shall develop and maintain standards  
2 for remote online notarization in accordance with sections 486.1100 to 486.1205, including,  
3 but not limited to, standards for credential analysis and identity proofing. Such rules shall  
4 be subject to the limitations in section 486.830.

5           2. In developing standards for remote online notarization, the secretary of state  
6 shall review and consider standards established by the National Association of Secretaries  
7 of State (NASS) or its successor agency, and national standard setting bodies, such as the  
8 Mortgage Industry Standards and Maintenance Organization (MISMO).

9           3. Before use by remote online notaries in this state, the secretary shall approve the  
10 software to be used in remote online notarial acts. The secretary may only approve remote  
11 online notarization software that, at a minimum:

12           (1) Records and archives the remote online session;

13           (2) Provides sufficient audio clarity and video resolution to enable the remote online  
14 notary and the principal to see and communicate to each other simultaneously through  
15 live, real time transmission;

16           (3) Provides reasonable security measures to prevent unauthorized access to:

17           (a) The live transmission of the audio-video communication;

18           (b) A recording of the audio-video communication;

19 (c) The verification methods and credentials used to verify the identity of the  
20 principal; and

21 (d) The electronic documents presented for electronic notarization;

22 (4) Utilizes video technology to be used in a remote electronic notarization session  
23 that provides sufficient high-definition for the notary to reasonably assess the principal's  
24 comprehension and volition;

25 (5) Permits the remote online notary to identify the principal to the remote online  
26 notary's satisfaction through a form of authentication that complies with section 486.1145;

27 (6) Permits the principal to identify the remote online notary to his or her  
28 satisfaction; and

29 (7) Presents the document being notarized as an electronic document.

30 4. Before being used by a remote online notary in this state, the secretary shall test  
31 and certify remote online notarization software. The expenses of any such testing shall be  
32 paid by the vendor of the software.

486.1120. 1. Prior to performing remote online notarial acts, a person shall apply  
2 to be a commissioned notary for the state of Missouri.

3 2. A remote online notary shall register the capability to perform remote online  
4 notarial acts with the secretary before performing remote online notarial acts.

5 3. Upon recommissioning, a notary shall again register with the secretary before  
6 performing remote online notarizations.

7 4. A person may apply or reapply for a notary commission and register or  
8 reregister to perform remote online notarial acts at the same time.

486.1125. 1. Before initially registering the capability to perform remote online  
2 notarial acts, a notary shall complete a course of instruction as approved by the secretary,  
3 in addition to the course required for commissioning as a notary, and pass an examination  
4 based on the course.

5 2. The content of the course shall be notarial laws, procedures, and ethics  
6 pertaining to remote online notarization.

486.1130. 1. To register the capability to perform remote online notarial acts, a  
2 notary shall electronically sign and submit to the secretary an electronic form prescribed  
3 by the secretary that includes:

4 (1) The information required in subsection 1 of section 486.920;

5 (2) The technology that the remote online notary public will use, which shall  
6 conform to any rules or adopted by the secretary of state; and

7 (3) Any other information, evidence, or declaration required by the secretary of  
8 state.

9           **2. The secretary shall deny registration to any applicant submitting an electronic**  
10 **registration form that contains a material misstatement or omission of fact.**

11           **3. Information in the registration form of an electronic notary public shall be used**  
12 **by the secretary and designated state employees only for the purpose of performing official**  
13 **duties, shall be a closed record as described in chapter 610, and shall not be disclosed to**  
14 **any person other than:**

15           **(1) A government agent acting in an official capacity and duly authorized to obtain**  
16 **such information;**

17           **(2) A person authorized by court order; or**

18           **(3) The registrant or the registrant's duly authorized agent.**

**486.1135. The term of registration of an electronic notary public shall begin on the**  
2 **registration starting date set by the secretary and shall continue as long as the notary's**  
3 **commission remains in effect or until registration is terminated.**

**486.1140. The following remote online notarial acts may be performed using**  
2 **communication technology in accordance with sections 486.1100 to 486.1205, and by no**  
3 **other method:**

4           **(1) Acknowledgment; and**

5           **(2) Jurat.**

**486.1145. 1. For the purposes of performing a remote online notarial act for a**  
2 **person using audio-video communication, a remote online notary public has satisfactory**  
3 **evidence of the identity of the person if the remote online notary public confirms the**  
4 **identity of the person by:**

5           **(1) Personal knowledge of the identity;**

6           **(2) Each of the following, if approved by rules adopted by the secretary of state:**

7           **(a) Remote presentation by the person of an identification credential, including a**  
8 **passport or driver's license, that contains a photograph and the signature of the person;**

9           **(b) Credential analysis; and**

10           **(c) Identity proofing of the person described in paragraph (a) of this subdivision;**

11           **(3) Any other method that complies with any rules adopted by the secretary of**  
12 **state; or**

13           **(4) A valid certificate that complies with any rules adopted by the secretary of state.**

14           **2. Such rules shall be subject to the limitations in section 486.830.**

**486.1150. A remote online notary shall perform a remote online notarization only**  
2 **if the principal:**

3           **(1) Is in the presence of the notary utilizing live audio-video conferencing**  
4 **technology at the time of notarization;**

5           (2) Is personally known to the notary or identified by the notary through  
6 satisfactory evidence as set forth in section 486.1145;

7           (3) Appears to understand the nature of the transaction;

8           (4) Appears to be acting of his or her own free will;

9           (5) Communicates directly with the notary in a language both understand; and

10          (6) Reasonably establishes the electronic signature as his or her own.

          486.1155. 1. A remote online notary public shall perform a remote online  
2 notarization authorized in sections 486.1100 to 486.1205 only while the remote online  
3 notary public is physically located within this state.

4           2. A remote online notary public may perform a remote online notarization for a  
5 remotely located individual who is physically located:

6           (1) In this state;

7           (2) Outside this state but within the United States; or

8           (3) Outside the United States if the electronic notarization is not prohibited in the  
9 jurisdiction in which the principal is physically located at the time of the remote online  
10 notarial act.

11          3. The validity of a remote online notarization performed by a remote online notary  
12 public of this state in accordance with sections 486.1100 to 486.1205 shall be governed by  
13 the laws of this state.

          486.1160. In addition to the other fees allowed by section 486.960, a remote online  
2 notary may charge a remote online notary transaction fee if the notary and the principal  
3 agree upon the fee in advance of the notarial act being performed and the notary explains  
4 to the person requesting the notarial act that the remote online transaction fee is separate  
5 from the notarial fee prescribed in subsection 2 of section 486.960 and is not mandated by  
6 law.

          486.1165. 1. In performing a remote online notarial act, the remote online notary  
2 shall properly complete a remote online notarial certificate.

3           2. A proper remote online notarial certificate shall contain:

4           (1) Completed wording appropriate to the particular remote online notarial act, as  
5 prescribed in subsection 3 of this section;

6           (2) A registered electronic signature; and

7           (3) A registered electronic notary seal, which shall include:

8           (a) The name of the remote online notary fully and exactly as it is spelled on the  
9 notary's commissioning document;

10          (b) The jurisdiction that commissioned and registered the remote online notary;

11          (c) The title "Electronic Notary Public";

12 (d) The commission or registration number of the remote online notary; and

13 (e) The commission expiration date of the remote online notary.

14 3. The wording of a remote online notarial certificate shall be in a form that:

15 (1) Is set forth in section 486.1175;

16 (2) Is otherwise prescribed by the law of this state;

17 (3) Is prescribed by a law, regulation, or custom of another jurisdiction, provided

18 it does not require actions by the remote online notary that are unauthorized by this state;

19 or

20 (4) Describes the actions of the remote online notary in such a manner as to meet

21 the requirements of the particular notarial act, as defined in section 486.600, 486.900 or

22 486.1100.

23 4. A remote online notarial certificate shall be worded and completed using only

24 letters, characters, and a language that are read, written, and understood by the remote

25 online notary.

486.1170. 1. In notarizing an electronic document, the remote online notary shall  
2 attach to, or logically associate with, the remote online notarial certificate a registered  
3 electronic signature and a registered electronic notary seal, or a registered single element  
4 in conformity with subsection 2 of this section, in such a manner that the signature and the  
5 seal, or the single element, are attributed to the electronic notary as named on the  
6 commission.

7 2. A registered electronic signature shall be:

8 (1) Unique to the electronic notary;

9 (2) Capable of independent verification;

10 (3) Attached to or logically associated with an electronic notarial certificate in such

11 a manner that any subsequent alteration of the certificate or underlying electronic

12 document prominently displays evidence of the alteration; and

13 (4) Attached or logically associated by a means under the electronic notary's sole

14 control.

15 3. At all times the means for producing registered electronic notary seals, or

16 registered single elements as described in subsection 2 of this section, shall be kept under

17 the sole control of the electronic notary.

18 4. An employer of an electronic notary shall not use or control the means for

19 producing registered electronic signatures and notary seals, or registered single elements

20 combining the required features of both, nor upon termination of a notary's employment

21 retain any software, coding, disk, certificate, card, token, or program that is intended

22 exclusively to produce an electronic notary's registered electronic signature, notary seal,

23 or combined single element, regardless of whether the employer financially supported the  
24 employee's activities as a notary.

25 5. A registered electronic signature may be used by the electronic notary for lawful  
26 purposes other than performing electronic notarizations, provided that neither the title  
27 "notary" nor any other indication of status as a notarial officer is part of the signature.

28 6. Neither a registered electronic notary seal nor a combined single element  
29 containing the seal shall be used by the electronic notary for any purpose other than  
30 performing lawful electronic notarizations.

486.1175. 1. A remote online notary shall use a jurat certificate in substantially the  
2 following form in notarizing a signature or mark on an affidavit or other sworn or  
3 affirmed written declaration:

4 State of Missouri  
5 County (and/or City) of .....  
6 On this ..... day of ....., 20..., before me, the undersigned notary,  
7 personally appeared by remote online means ..... (name of document  
8 signer), (personally known to me) (proved to me through identification  
9 documents, which were .....,) (proved to me on the oath or affirmation  
10 of ....., who is personally known to me and stated to me that (he)(she)  
11 personally knows the document signer and is unaffected by the document,)  
12 (proved to me on the oath or affirmation of ..... and ....., whose  
13 identities have been proven to me through identification documents and who  
14 have stated to me that they personally know the document signer and are  
15 unaffected by the document,) to be the person who signed the preceding or  
16 attached document in my presence and who swore or affirmed to me that the  
17 contents of the document are truthful and accurate to the best of (his)(her)  
18 knowledge and belief.  
19 ..... (official signature and seal of notary)

20 2. A remote online notary shall use a certificate in substantially the following form  
21 in notarizing the signature or mark of any person acknowledging on his or her own behalf  
22 or as a partner, corporate officer, attorney in fact, or in any other representative capacity  
23 who appears remotely:

24 State of Missouri  
25 County (and/or City) of .....  
26 On this ..... day of ....., 20..., before me, the undersigned notary, personally  
27 appeared by remote online means ..... (name of document signer),  
28 (personally known to me)(proved to me through identification documents,

29 which were .....,) (proved to me on the oath or affirmation of .....,  
 30 who is personally known to me and stated to me that (he)(she) personally  
 31 knows the document signer and is unaffected by the document,) (proved to  
 32 me on the oath or affirmation of ..... and ....., whose identities have  
 33 been proven to me through identification documents and who have stated  
 34 to me that they personally know the document signer and are unaffected by  
 35 the document,) to be the person whose name is signed on the preceding or  
 36 attached document, and acknowledged to me that (he)(she) signed it  
 37 voluntarily for its stated purpose.)  
 38 (as partner for ....., a partnership.)  
 39 (as ..... for ....., a corporation.)  
 40 (as attorney in fact for ....., the principal.)  
 41 (as ..... for ....., (a)(the) .....)  
 42 ..... (official signature and seal of notary)

486.1180. 1. If a notary is registered as a remote online notary:

- 2 (1) The notary shall keep an electronic journal of remote online notarial acts as  
 3 described in section 486.1190; and  
 4 (2) The notary shall also keep a record of remote online notarial acts in the  
 5 permanently bound journal.  
 6 2. A notary shall maintain only one active permanently bound journal at the same  
 7 time, except that a backup of each active and inactive electronic journal shall be retained  
 8 by the notary in accordance with subdivision (3) of subsection 1 of section 486.1190 as long  
 9 as each respective original electronic journal is retained.  
 10 3. A notary shall keep the permanently bound journal for a period of no less than  
 11 ten years from the date of the last entry.

486.1185. 1. For every remote online notarial act, the remote online notary shall  
 2 record in the electronic journal at the time of notarization the following:

- 3 (1) The date and time of day of the remote online notarial act;  
 4 (2) The type of remote online notarial act;  
 5 (3) The type, title, or a description of the document or proceeding;  
 6 (4) The electronic signature, printed name, and address of each principal;  
 7 (5) The printed name and address of each requester of fact;  
 8 (6) The evidence of identity of each principal in the form of either:  
 9 (a) A statement that the person is personally known to the notary;  
 10 (b) A notation of the type of identification document, its issuing agency, its serial  
 11 or identification number, and its date of issuance or expiration;

12 (c) The electronic signature, printed name, and address of each credible witness  
13 swearing or affirming to the principal's identity, and for credible witnesses who are not  
14 personally known to the notary, a description of the identification documents relied on by  
15 the notary; or

16 (d) In the case of an electronic journal, a recognized biometric identifier, in  
17 accordance with subdivision (4) of subsection 1 of section 486.1190;

18 (7) The fee, if any, charged for the remote online notarial act;

19 (8) The address where the remote online notarial act was performed, if not the  
20 address of the notary's regular place of work or business; and

21 (9) The name of the program or software any authority issuing or registering the  
22 means used to create the electronic signature that was notarized and the source of this  
23 authority's license, if any.

24 2. A remote online notary shall not record a Social Security number or credit card  
25 number in the journal.

26 3. A remote online notary may record in the journal the circumstances for not  
27 performing or completing any requested remote online notarial act.

**486.1190. 1. An electronic journal of remote online notarial acts shall:**

2 (1) Allow journal entries to be made, viewed, printed, and copied only after access  
3 is obtained by a procedure that uses two factors of authentication;

4 (2) Not allow a journal entry to be deleted or altered in content or sequence by the  
5 remote online notary or any other person after a record of the remote online notarization  
6 is entered and stored, except that an entry may be deleted if the retention period set forth  
7 in subsection 4 of this section has passed;

8 (3) Have a backup system in place to provide a duplicate record of remote online  
9 notarial acts as a precaution in the event of loss of the original record;

10 (4) Be capable of capturing and storing the image of a handwritten or electronic  
11 signature and the data related to one other type of recognized biometric identifier; and

12 (5) Be capable of printing and providing electronic copies of any entry, including  
13 images of handwritten signatures and the data related to the other selected type of  
14 recognized biometric identifier.

15 2. In maintaining an electronic journal of remote online notarial acts, a remote  
16 online notary public shall comply with the applicable prescriptions and prohibitions  
17 regarding the copying, security, surrender, and disposition of a journal as set forth in  
18 sections 486.710 to 486.715 and sections 486.795 to 486.800.

19 3. Every remote online notary public maintaining an electronic journal of electronic  
20 notarial acts pursuant to section 486.1180 shall:

21           **(1) Provide to the secretary authorization on the registration form described in**  
22 **section 486.1130 and the access instructions that allow journal entries to be viewed,**  
23 **printed, and copied in read-only access; and**

24           **(2) Notify the secretary of any subsequent change to the access instructions.**

25           **4. A remote online notary public maintaining an electronic journal of remote online**  
26 **notarial acts shall keep the entry for a period of no less than ten years from the date of the**  
27 **entry and shall also keep a record of remote online notarial acts in a permanently bound**  
28 **journal as set forth in sections 486.700 and 486.705.**

**486.1195. 1. The remote online notary public shall create an audio and video**  
2 **recording of the performance of the notarial act.**

3           **2. The recording required by this section shall be maintained for at least ten years**  
4 **after the date of the transaction or proceeding.**

5           **3. The secretary of state shall promulgate rules establishing standards for the**  
6 **retention of a video and audio recording of the performance of the notarial act. Such rules**  
7 **shall be subject to the limitations in section 486.830.**

8           **4. (1) The remote online notary public may designate as custodian of the recording**  
9 **and the electronic journal:**

10           **(a) The employer of the remote online notary public if evidenced by a record signed**  
11 **by the remote online notary public and the employer; or**

12           **(b) A repository meeting the standards established by the secretary of state.**

13           **(2) An employer or other repository acting as the custodian of a recording or an**  
14 **electronic journal under this subsection shall comply with all statutory requirements**  
15 **regarding retention and disclosure of recordings and electronic journals applicable to**  
16 **notaries.**

**486.1200. 1. A remote online notary public shall keep the remote online notary**  
2 **public's electronic document, electronic signature, and electronic seal secure and under the**  
3 **remote online notary public's exclusive control, which requirement may be satisfied by**  
4 **password controlled access. The remote online notary public shall not allow another**  
5 **person to use the remote online notary public's electronic document, electronic signature,**  
6 **or electronic seal.**

7           **2. A remote online notary public shall attach the remote online notary public's**  
8 **electronic signature and seal to the electronic notarial certificate of an electronic document**  
9 **in a manner that is capable of independent verification and renders any subsequent change**  
10 **or modification to the electronic document evident.**

**486.1205. Upon resignation, revocation, or expiration of a notary commission, or**  
2 **death of the remote online notary:**

3           (1) The journal and notarial records shall be delivered to the secretary in  
4 accordance with section 486.795 or section 486.800 by any means providing a tangible  
5 receipt, including certified mail and electronic transmission, allowing that an electronic  
6 journal may be delivered on disk, printed on paper, or transmitted electronically, in  
7 accordance with the requirements of the secretary; and

8           (2) In the case of an electronic journal and its backup copy whose disks or other  
9 physical storage media are not required to be surrendered, no further entries shall be made  
10 in the journal and its backup, both of which shall be safeguarded until both shall be erased  
11 or expunged after ten years from the date of the last entry by the notary or the notary's  
12 personal representative.

**578.700. 1.** For purposes of this section, all definitions from section 486.600 shall  
2 apply.

3           2. In performing a notarial act, a notary shall be guilty of a misdemeanor,  
4 punishable upon conviction by a fine not exceeding five hundred dollars or imprisonment  
5 for not more than six months, or both, for knowingly:

6           (1) Failing to require the presence of a principal at the time of a notarial act;

7           (2) Failing to identify a principal through personal knowledge or satisfactory  
8 evidence; or

9           (3) Executing a false notarial certificate under subsection 1 of section 486.660.

10          3. A notary who knowingly performs any other act prohibited by chapter 486 or  
11 fails to perform any other act required by chapter 486 shall be guilty of a misdemeanor,  
12 punishable upon conviction by a fine not exceeding five hundred dollars or imprisonment  
13 for not more than six months, or both.

14          4. Any person who is not a notary and who knowingly acts as or otherwise  
15 impersonates a notary shall be guilty of a misdemeanor, punishable upon conviction by a  
16 fine not exceeding five hundred dollars or imprisonment for not more than six months, or  
17 both.

18          5. Any person who knowingly obtains, conceals, defaces, or destroys the seal,  
19 journal, or official records of a notary shall be guilty of a misdemeanor, punishable upon  
20 conviction by a fine not exceeding five hundred dollars.

21          6. Any person who knowingly solicits, coerces, or in any way influences a notary  
22 to commit official misconduct shall be guilty of a misdemeanor, punishable upon conviction  
23 by a fine not exceeding five hundred dollars.

24          7. Any person who knowingly obtains, conceals, damages, or destroys the coding,  
25 disk, certificate, card, token, program, software, or hardware that is intended exclusively  
26 to enable an electronic notary public to produce a registered electronic signature, notary

27 seal, or single element combining the required features of an electronic signature and  
 28 notary seal, shall be guilty of a misdemeanor, punishable upon conviction by a fine not  
 29 exceeding five hundred dollars or imprisonment for not more than six months, or both.

30 **8. The penalties of this section shall not preclude other sanctions and remedies**  
 31 **provided by law.**

~~[486.200. As used in sections 486.200 to 486.405:~~

2 ~~\_\_\_\_\_ (1) "County" means any of the several counties of this state or the city of~~  
 3 ~~St. Louis;~~

4 ~~\_\_\_\_\_ (2) "County clerk" means any of the several county clerks of this state or~~  
 5 ~~the clerk of the circuit court in the city of St. Louis;~~

6 ~~\_\_\_\_\_ (3) "Facsimile" means an exact copy preserving all the written or printed~~  
 7 ~~marks of the original;~~

8 ~~\_\_\_\_\_ (4) "Notarization" means the performance of a notarial act;~~

9 ~~\_\_\_\_\_ (5) "Notary public" and "notary" means any person appointed and~~  
 10 ~~commissioned to perform notarial acts, including any attorney licensed to~~  
 11 ~~practice law in this state;~~

12 ~~\_\_\_\_\_ (6) "Official misconduct" means the wrongful exercise of a power or the~~  
 13 ~~wrongful performance of a duty. The term "wrongful" as used in the definition~~  
 14 ~~of official misconduct means unauthorized, unlawful, abusive, negligent,~~  
 15 ~~reckless, or injurious.]~~

16 ~~[486.205. Upon application, the secretary of state may appoint and~~  
 2 ~~commission individual persons as notaries public in each of the several counties~~  
 3 ~~in this state. The secretary of state may not appoint and commission as a notary~~  
 4 ~~public any person who submits an application containing substantial and material~~  
 5 ~~misstatement or omission of fact.]~~

6 ~~[486.210. Each notary public may perform notarial acts anywhere within~~  
 2 ~~this state.]~~

3 ~~[486.215. Each notary public may perform notarial acts for a term of four~~  
 2 ~~years from the date of his commission, unless sooner removed.]~~

3 ~~[486.220. 1. Each person appointed and commissioned as a notary public~~  
 2 ~~shall, except as provided for in subsection 2 of this section:~~

3 ~~\_\_\_\_\_ (1) Be at least eighteen years of age;~~

4 ~~\_\_\_\_\_ (2) Be a registered voter of the county within and for which he is~~  
 5 ~~commissioned; or a resident alien of the United States;~~

6 ~~\_\_\_\_\_ (3) Have a residence address in the county within and for which he is~~  
 7 ~~commissioned;~~

8 ~~\_\_\_\_\_ (4) Be able to read and write the English language; and~~

9 ~~\_\_\_\_\_ (5) Not have had his commission revoked during the past ten years; or~~

10 ~~(6) In lieu of the requirements contained in subdivisions (1) to (5) of this~~  
11 ~~subsection, a person who is appointed and commissioned a notary public~~  
12 ~~pursuant to subsection 2 of this section may be appointed and commissioned~~  
13 ~~pursuant to this subsection upon becoming a resident of Missouri.~~

14 ~~2. Any person who does not qualify under subsection 1 of this section~~  
15 ~~may nonetheless be appointed and commissioned as a notary public provided that~~  
16 ~~person:~~

17 ~~(1) Is at least eighteen years of age;~~

18 ~~(2) Works in Missouri and will use the notary seal in the course of his~~  
19 ~~employment in Missouri;~~

20 ~~(3) Has a work address in the county within and for which he is~~  
21 ~~commissioned;~~

22 ~~(4) Is able to read and write the English language;~~

23 ~~(5) Has not had a notary commission revoked in any state during the past~~  
24 ~~ten years; and~~

25 ~~(6) Authorizes the secretary of state as the agent and representative of~~  
26 ~~such person to accept service of any process or service of any notice or demand~~  
27 ~~required or permitted by law to be served upon such person.~~

28 ~~3. A notary public is not a public officer within the meaning of Article~~  
29 ~~VII of the Missouri Constitution.]~~

30

2 ~~[486.225. 1. Upon a form prepared by the secretary of state, each~~  
3 ~~applicant for appointment and commission as a notary public shall swear, under~~  
4 ~~penalty of perjury, that the answers to all questions on the application are true and~~  
5 ~~complete to the best of the applicant's knowledge and that the applicant is~~  
6 ~~qualified to be appointed and commissioned as a notary public. The completed~~  
7 ~~application form shall be filed with the secretary of state.~~

8 ~~2. With the person's application, each applicant for appointment and~~  
9 ~~commission as a notary public shall submit to the secretary of state a commission~~  
10 ~~fee of fifteen dollars.~~

11 ~~3. Each applicant for appointment and commission as a notary public~~  
12 ~~shall state in the application whether or not the applicant has ever been convicted~~  
13 ~~of or pled guilty or nolo contendere to any felony, or to any misdemeanor~~  
14 ~~incompatible with the duties of a notary public and if so, shall attach a list of such~~  
15 ~~convictions or pleas of guilt or nolo contendere.~~

16 ~~4. Each applicant for a renewal appointment and commission as a notary~~  
17 ~~public may apply for such renewal appointment in a manner prescribed by the~~  
18 ~~secretary of state.~~

19 ~~5. The secretary of state may prohibit, for a period not less than thirty~~  
20 ~~days and not more than one year, a new applicant or renewal from reapplying for~~  
21 ~~an appointment and commission as a notary public following the rejection of~~  
22 ~~such applicant's application by the secretary of state.~~

22 ~~6. Prior to submitting an application to the secretary of state, each new~~  
 23 ~~applicant or renewal for appointment and commission as a notary public shall~~  
 24 ~~read the Missouri notary public handbook and complete a computer-based notary~~  
 25 ~~training or other notary training in a manner prescribed by the secretary of state.~~  
 26 ~~Each new applicant or renewal applicant shall attest to reading such handbook~~  
 27 ~~and receiving such training pursuant to this subsection at the time of submitting~~  
 28 ~~the application for appointment and commission as a notary public.]~~  
 29

2 ~~[486.230. Upon receipt of a completed application, proper endorsements~~  
 3 ~~and the correct fee, the secretary of state, if satisfied the applicant is qualified to~~  
 4 ~~be appointed and commissioned as a notary public, shall prepare a notary~~  
 5 ~~commission for the applicant and forward the commission to the county clerk in~~  
 6 ~~the county of the applicant's residence. Each commission shall contain the~~  
 7 ~~applicant's name, the county within and for which he is to be commissioned, the~~  
 8 ~~date upon which the commission takes effect and the date upon which it expires.]~~

2 ~~[486.235. 1. During his or her term of office each notary public shall~~  
 3 ~~maintain a surety bond in the sum of ten thousand dollars with, as surety thereon,~~  
 4 ~~a company qualified to write surety bonds in this state. The bond shall be~~  
 5 ~~conditioned upon the faithful performance of all notarial acts in accordance with~~  
 6 ~~this chapter. Each notary public shall notify the secretary of state of changes on~~  
 7 ~~or riders to the bond.~~

8 ~~2. Before receiving his or her commission, each applicant shall submit~~  
 9 ~~to the county clerk of the county within and for which he or she is to be~~  
 10 ~~commissioned, an executed bond commencing at least ninety days after the date~~  
 11 ~~he or she submitted the application to the secretary of state with a term of four~~  
 12 ~~years, which shall consist of the dates specified on the applicant's commission.~~

13 ~~3. Before receiving his or her commission, each applicant shall take the~~  
 14 ~~following oath in the presence of the county clerk:~~

15 ~~I, \_\_\_\_\_ (name of applicant), solemnly swear, under the penalty~~  
 16 ~~of perjury, that I have carefully read the notary law of this state,~~  
 17 ~~and if appointed and commissioned as a notary public, I will~~  
 18 ~~uphold the Constitution of the United States and of this state and~~  
 19 ~~will faithfully perform to the best of my ability all notarial acts in~~  
 20 ~~conformance with the law.~~

21 ~~\_\_\_\_\_ (signature of applicant)~~  
 22 ~~Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,~~  
 23 ~~20\_\_\_\_\_~~

24 ~~\_\_\_\_\_ (signature of county clerk)~~  
 25 ~~4. Before receiving his or her commission, each applicant shall submit~~  
 26 ~~to the county clerk a handwritten specimen of the applicant's official signature~~  
 27 ~~which contains his or her surname and at least the initial of the applicant's first~~  
 28 ~~name.~~

28 ~~5. Immediately after receiving the bond and official signature and~~  
 29 ~~witnessing the oath, the county clerk shall award to the applicant his or her~~  
 30 ~~commission as a notary public.]~~  
 31

~~[486.240. If the person for whom a commission is issued fails to appear~~  
 2 ~~and qualify within ninety days after the commission is issued, the county clerk~~  
 3 ~~shall note the failure on the commission and return it within thirty days of such~~  
 4 ~~failure to the secretary of state. The secretary of state shall immediately cancel~~  
 5 ~~and annul the commission. The secretary of state may prohibit, for a period not~~  
 6 ~~less than thirty days and not more than one year, such person from reapplying for~~  
 7 ~~an appointment and commission as a notary public following the failure to appear~~  
 8 ~~and qualify within ninety days after the commission is issued.]~~  
 9

~~[486.245. 1. The county clerk shall keep a register, listing the name and~~  
 2 ~~address of each person to whom he awards a notary commission and the date~~  
 3 ~~upon which he awards the commission. Within thirty days after receiving a bond,~~  
 4 ~~signature and oath, the county clerk shall forward the bond, signature and oath~~  
 5 ~~to the secretary of state by certified mail. All such bonds, signatures and oaths~~  
 6 ~~shall be preserved permanently by the secretary of state.~~

~~7 2. The secretary of state shall maintain a database that includes, but is not~~  
 8 ~~limited to, information that is contained on each notary's seal or any lost seal of~~  
 9 ~~a notary public.]~~  
 10

- ~~[486.250. Each notary public is empowered to~~  
 2 ~~(1) Take acknowledgments;~~  
 3 ~~(2) Administer oaths and affirmations;~~  
 4 ~~(3) Certify that a copy of a document is a true copy of another document;~~  
 5 ~~and~~  
 6 ~~(4) Perform any other act permitted by law.]~~  
 7

~~[486.255. 1. For the purposes of this chapter, a notary public has a~~  
 2 ~~disqualifying interest in a transaction in connection with which notarial services~~  
 3 ~~are requested if he is named, individually, as a party to the transaction.~~

~~4 2. No notary who has a disqualifying interest in a transaction may legally~~  
 5 ~~perform any notarial act in connection with the transaction.]~~  
 6

~~[486.260. Each notary public shall provide and keep a permanently~~  
 2 ~~bound journal of his or her notarial acts containing numbered pages, except those~~  
 3 ~~notarial acts connected with judicial proceedings, and those for whose public~~  
 4 ~~record the law provides and the public record is publicly filed within ninety days~~  
 5 ~~of execution. Each notary public shall record in such journal the following: the~~  
 6 ~~month, day, and year of notarization; the type of notarization such as~~  
 7 ~~acknowledgment or jurat; the type of document; the name and address of the~~

8       ~~signer; the identification used by the signer; the notary fee; and the signature of~~  
 9       ~~the signer.]~~

10

2       ~~[486.265. Every notary shall keep a true and perfect record of his or her~~  
 3       ~~official acts in a permanently bound journal, except those connected with judicial~~  
 4       ~~proceedings, and those for whose public record the law provides and the public~~  
 5       ~~record as defined in section 610.010 is publicly filed within ninety days of~~  
 6       ~~execution. Every notary shall make and keep an exact minute, in a permanently~~  
 7       ~~bound journal kept by him or her for that purpose, of each of his or her official~~  
 8       ~~acts, except as herein provided. The journal is the exclusive property of the~~  
 9       ~~notary.]~~

9

2       ~~[486.270. Each notary public, upon written court order, shall furnish~~  
 3       ~~facsimiles of entries made in his journal of notarial acts or any other papers or~~  
 4       ~~copies relating to his notarial acts, upon receipt of a fee of one dollar per 8 1/2 x~~  
 5       ~~11 inch page or part of a page.]~~

5

2       ~~[486.275. 1. At the time of notarization a notary public shall sign his or~~  
 3       ~~her official signature on each notary certificate.~~

3

4       ~~2. If a signature or record is required to be notarized, acknowledged,~~  
 5       ~~verified, or made under oath, notwithstanding the provisions of section 486.285~~  
 6       ~~to the contrary, the requirement is satisfied if the electronic signature of the~~  
 7       ~~person authorized to perform such acts, together with all other information~~  
 8       ~~required to be included, is attached to or logically associated with the signature~~  
 9       ~~or record.~~

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2       ~~[486.280. On every notary certificate, a notary public shall indicate~~  
 3       ~~clearly and legibly, in print not smaller than eight-point type and by means of~~  
 4       ~~rubber stamp, typewriting or printing, so that it is capable of photographic~~  
 5       ~~reproduction:~~

5

6

7

\_\_\_\_\_ ~~(1) His or her name exactly as it appears on the commission;~~

\_\_\_\_\_ ~~(2) The words "Notary Public", "State of Missouri", and "My commission~~  
 expires \_\_\_\_\_ (commission expiration date)";

8 ~~\_\_\_\_\_ (3) The name of the county within which he or she is commissioned; and~~  
9 ~~\_\_\_\_\_ (4) A commission number, provided that the notary public has been~~  
10 ~~issued a commission number by the secretary of state. Effective August 28,~~  
11 ~~2004, the secretary of state shall issue a commission number for all new and~~  
12 ~~renewal notary appointments.]~~

13

2 ~~[486.285. 1. (1) A manufacturer of a notary public's seal shall register~~  
3 ~~with the secretary of state and communicate to the secretary of state when it has~~  
4 ~~issued a seal to a person in this state. After such communication, the secretary~~  
5 ~~of state shall approve any seal issued by the manufacturer within ten days.~~

6 ~~\_\_\_\_\_ (2) A copy of the notary's commission shall be maintained by such~~  
7 ~~manufacturer.~~

8 ~~\_\_\_\_\_ (3) If a manufacturer violates the provisions of this subsection, the~~  
9 ~~manufacturer shall be subject to a one thousand dollar fine for each violation.~~

10 ~~\_\_\_\_\_ 2. Each notary public shall provide, keep, and use a seal which is either~~  
11 ~~an engraved embosser seal or a black inked rubber stamp seal to be used on the~~  
12 ~~document being notarized. The seal shall contain the notary's name exactly as~~  
13 ~~indicated on the commission and the words "Notary Seal", "Notary Public", and~~  
14 ~~"State of Missouri" and, after August 28, 2004, the commission number assigned~~  
15 ~~by the secretary of state, provided that the notary public has been issued a~~  
16 ~~commission number by the secretary of state, all of which shall be in print not~~  
17 ~~smaller than eight-point type.~~

18 ~~\_\_\_\_\_ 3. The indentations made by the seal embosser or printed by the black~~  
19 ~~inked rubber stamp seal shall not be applied on the notarial certificate or~~  
20 ~~document to be notarized in a manner that will render illegible or incapable of~~  
21 ~~photographic reproduction any of the printed marks or writing on the certificate~~  
22 ~~or document.~~

23 ~~\_\_\_\_\_ 4. Every notary shall keep an official notarial seal that is the exclusive~~  
24 ~~property of the notary and the seal may not be used by any other person or~~  
25 ~~surrendered to an employer upon termination of employment.]~~

2 ~~[486.290. The illegibility of any of the information required by sections~~  
3 ~~486.280, 486.285 and 486.290 does not affect the validity of the transaction.]~~

4 ~~[486.295. Any notary public who changes the address of his or her~~  
5 ~~residence in the county within and for which he or she is commissioned shall~~  
6 ~~forthwith mail or deliver within thirty days of such change a notice of the fact to~~  
7 ~~the secretary of state including his or her old address and current address. The~~  
8 ~~notary's commission shall remain in effect until its expiration date, unless sooner~~  
9 ~~revoked.]~~

10 ~~[486.300. Any notary public who lawfully changes his or her name shall~~  
11 ~~forthwith request within thirty days of such change an amended commission from~~

3       ~~the secretary of state and shall send to the secretary of state five dollars, his or her~~  
4       ~~current commission, and a notice of change form provided by the secretary of~~  
5       ~~state, which shall include his or her new name and contain a specimen of his or~~  
6       ~~her official signature. The secretary of state shall issue an amended commission~~  
7       ~~to the notary public in his or her new name and shall notify the clerk of the~~  
8       ~~county within and for which the notary is commissioned. After requesting an~~  
9       ~~amended commission, the notary may continue to perform notarial acts in his or~~  
10      ~~her former name, until he or she receives the amended commission.]~~

11

2           ~~[486.305. 1. Any notary public who loses or misplaces his or her journal~~  
3           ~~of notarial acts or official seal shall immediately provide written notice of the fact~~  
4           ~~to the secretary of state. For a lost or misplaced official seal, upon receipt of the~~  
5           ~~written notice, the secretary of state shall issue the notary a new commission~~  
6           ~~number for the notary to order a new seal. The secretary of state may post notice~~  
7           ~~on the secretary of state's website notifying the general public that the lost or~~  
8           ~~misplaced notary seal and commission number of such notary is invalid and is not~~  
9           ~~an acceptable notary commission number.~~

9           ~~2. If a notary public's official seal is destroyed, broken, damaged, or~~  
10          ~~otherwise rendered inoperable, the notary shall immediately provide written~~  
11          ~~notice of that fact to the secretary of state.]~~

12

2           ~~[486.310. 1. If any notary public no longer desires to be a notary public,~~  
3           ~~he or she shall forthwith mail or deliver to the secretary of state a letter of~~  
4           ~~resignation and his or her notary seal, and his or her commission shall thereupon~~  
5           ~~cease to be in effect. The secretary of state may post notice on the secretary of~~  
6           ~~state's website notifying the general public that the notary is no longer a~~  
7           ~~commissioned notary public in the state of Missouri. If a notary public resigns~~  
8           ~~following the receipt of a complaint by the secretary of state regarding the notary~~  
9           ~~public's conduct, the secretary of state may deny any future applications by such~~  
10          ~~person for appointment and commission as a notary public.~~

10          ~~2. If any notary public seeks to amend his or her commission, he or she~~  
11          ~~shall forthwith mail or deliver to the secretary of state his or her notary seal~~  
12          ~~unless a person, business, or manufacturer alters the existing seal in compliance~~  
13          ~~with subsection 4 of section 486.285.]~~

14

2           ~~[486.315. If a notary public has ceased to have a residence address in the~~  
3           ~~county within and for which he or she is commissioned, the commission shall~~  
4           ~~thereupon cease to be in effect, unless the secretary of state issues an amended~~  
5           ~~commission. When a notary public, who has established a residence address in~~  
6           ~~a county of the state other than the county in which he or she was first~~  
7           ~~commissioned, requests an amended commission within thirty days of changing~~  
8           ~~the notary's county of residence, delivers his or her current commission, notice~~  
          ~~of change form, and five dollars to the secretary of state, the secretary of state~~

9 shall issue an amended commission to the notary public, for the county in which  
 10 his or her new residence is located and shall notify the county clerk of the county  
 11 where the notary's new address is located. After requesting an amended  
 12 commission within thirty days of changing the notary's county of residence, the  
 13 notary may continue to perform notarial acts with certificates showing the county  
 14 within and for which he or she is commissioned, until the notary receives his or  
 15 her amended commission.]

16

2 [486.320. If any notary public receives notice from the secretary of state  
 3 that his commission has been revoked, the person whose commission is revoked  
 4 shall forthwith mail or deliver to the secretary of state his commission.]

4

2 [486.325. 1. No person may be automatically reappointed as a notary  
 3 public.]

3 2. Each notary public who is an applicant for reappointment as a notary  
 4 public shall comply with the provisions of sections 486.225 and 486.235.]

5

2 [486.330. Except as otherwise provided in section 442.210, certificates  
 3 of acknowledgment shall be in print not smaller than eight-point type and in  
 4 substantially the following form:

4 (1) By an Individual:  
 5 State of \_\_\_\_\_, County (and/or City) of \_\_\_\_\_  
 6 On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me,  
 7 \_\_\_\_\_ (name of notary), a Notary Public in and for said state,  
 8 personally appeared \_\_\_\_\_ (name of individual), known to me  
 9 to be the person who executed the within \_\_\_\_\_ (type of  
 10 document), and acknowledged to me that \_\_\_\_\_ (he/she)  
 11 executed the same for the purposes therein stated:

12 (2) By a Partner:  
 13 State of \_\_\_\_\_, County (and/or City) of \_\_\_\_\_  
 14 On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me,  
 15 \_\_\_\_\_ (name of notary), a Notary Public in and for said state,  
 16 personally appeared \_\_\_\_\_ (name of partner) of \_\_\_\_\_ (name  
 17 of partnership), known to me to be the person who executed the  
 18 within \_\_\_\_\_ (type of document) in behalf of said partnership  
 19 and acknowledged to me that he or she executed the same for the  
 20 purposes therein stated.

21 \_\_\_\_\_ (official signature and official seal of notary)

22 (3) By a Corporate Officer:  
 23 State of \_\_\_\_\_, County (and/or City) of \_\_\_\_\_  
 24 On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me,  
 25 \_\_\_\_\_ (name of notary), a Notary Public in and for said state,  
 26 personally appeared \_\_\_\_\_ (name of officer), \_\_\_\_\_ (title of

27 ~~person, president, vice president, etc.), \_\_\_\_\_ (name of~~  
 28 ~~corporation), known to me to be the person who executed the~~  
 29 ~~within \_\_\_\_\_ (type of document) in behalf of said corporation~~  
 30 ~~and acknowledged to me that he or she executed the same for the~~  
 31 ~~purposes therein stated.~~

32 ~~\_\_\_\_\_ (official signature and official seal of notary)~~

33 ~~(4) By an Attorney in Fact for Principal or Surety:~~

34 ~~State of \_\_\_\_\_, County (and/or City) of \_\_\_\_\_~~

35 ~~On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_ before me,~~  
 36 ~~\_\_\_\_\_ (name of notary), a Notary Public in and for said state,~~  
 37 ~~personally appeared \_\_\_\_\_ (name of attorney in fact), Attorney~~  
 38 ~~in Fact for \_\_\_\_\_ (name of principal or surety), known to me to~~  
 39 ~~be the person who executed the within \_\_\_\_\_ (type of document)~~  
 40 ~~in behalf of said principal (or surety), and acknowledged to me~~  
 41 ~~that he or she executed the same for the purposes therein stated.~~

42  
 43 ~~\_\_\_\_\_ (official signature and official seal of notary)~~

44 ~~(5) By a Public Officer, Deputy, Trustee, Administrator, Guardian or~~  
 45 ~~Executor:~~

46 ~~State of \_\_\_\_\_, County (and/or City) of \_\_\_\_\_~~

47 ~~On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me~~  
 48 ~~\_\_\_\_\_ (name of notary), a Notary Public in and for said state,~~  
 49 ~~personally appeared \_\_\_\_\_ (name of person), \_\_\_\_\_, (person's~~  
 50 ~~official title) known to me to be the person who executed the~~  
 51 ~~within \_\_\_\_\_ (type of document) in behalf of \_\_\_\_\_ (public~~  
 52 ~~corporation, agency, political subdivision or estate) and~~  
 53 ~~acknowledged to me that he or she executed the same for the~~  
 54 ~~purposes therein stated.~~

55 ~~\_\_\_\_\_ (official signature and official seal of notary)~~

56 ~~(6) By a United States Citizen Who is Outside of the United States:~~  
 57 ~~(description or location of place where acknowledgment is taken)~~

58 ~~On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me~~  
 59 ~~\_\_\_\_\_ (name and title of person acting as a notary and refer to~~  
 60 ~~law or authority granting power to act as a notary), personally~~  
 61 ~~appeared \_\_\_\_\_ (name of citizen) known to me to be the person~~  
 62 ~~who executed the within \_\_\_\_\_ (type of document) and~~  
 63 ~~acknowledged to me that \_\_\_\_\_ (he/she) executed the same for~~  
 64 ~~the purposes therein stated.~~

65 ~~\_\_\_\_\_ (official signature and official seal of person acting as a~~  
 66 ~~notary and refer to law or authority granting power to act as a~~  
 67 ~~notary)~~

68 ~~(7) By An Individual Who Cannot Write His or Her Name:~~

69 ~~State of \_\_\_\_\_, County (and/or City) of \_\_\_\_\_~~

70 ~~\_\_\_\_\_ On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me~~  
 71 ~~\_\_\_\_\_ (name of notary), a Notary Public in and for said state,~~  
 72 ~~personally appeared \_\_\_\_\_ (name of individual), known to me~~  
 73 ~~to be the person who, being unable to write his or her name, made~~  
 74 ~~his or her mark in my presence.~~

75 ~~\_\_\_\_\_ I signed his or her name at his or her request and in that person's~~  
 76 ~~presence on the within \_\_\_\_\_ (type of document) and he or she~~  
 77 ~~acknowledged to me that he or she made his or her mark on the~~  
 78 ~~same for the purposes therein stated.~~

79 ~~\_\_\_\_\_ (official signature and official seal of notary)~~

80 ~~(8) By a Manager or Member.~~

81 ~~State of \_\_\_\_\_, County (and/or City) of \_\_\_\_\_~~

82 ~~\_\_\_\_\_ On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me,~~  
 83 ~~\_\_\_\_\_ (name of notary), a Notary Public in and for said state,~~  
 84 ~~personally appeared \_\_\_\_\_ (name of manager or member) of~~  
 85 ~~\_\_\_\_\_ (name of limited liability company), known to me to be~~  
 86 ~~the person who executed the within \_\_\_\_\_ (type of document)~~  
 87 ~~in behalf of said limited liability company and acknowledged to~~  
 88 ~~me that he or she executed the same for the purposes therein~~  
 89 ~~stated.~~

90 ~~\_\_\_\_\_ (official signature and official seal of notary)]~~

91

~~[486.335. Affirmations shall be in type not smaller than eight-point and in substantially the following form:~~

2 ~~(1) If the affirmation to be administered by the notary public is in writing~~  
 3 ~~and the person who took the affirmation has signed his or her name thereto, the~~  
 4 ~~notary public shall write or print under the text of the affirmation the following:~~

5 ~~"Subscribed and affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_,~~  
 6 ~~20 \_\_\_\_\_"~~

7 ~~\_\_\_\_\_ (official signature and official seal of notary):~~

8 ~~(2) If the affirmation to be administered by the notary public is not in~~  
 9 ~~writing, the notary public shall address the affirmant substantially as follows:~~

10 ~~"You do solemnly affirm, under the penalty of perjury, that the~~  
 11 ~~testimony you shall give in the matter in issue, pending between~~  
 12 ~~\_\_\_\_\_ and \_\_\_\_\_, shall be the truth, the whole truth, and~~  
 13 ~~nothing but the truth.".]~~

14

15 ~~[486.340. 1. As used in this section, the words "executing witness"~~  
 2 ~~means an individual who acts in the place of a notary.~~

3 ~~2. An executing witness may not be related by blood or marriage or have~~  
 4 ~~a disqualifying interest as defined in section 486.255.~~

5 ~~\_\_\_\_\_ 3. The affidavit of executing witness for acknowledgment by an~~  
6 ~~individual who does not appear before a notary shall be in type not smaller than~~  
7 ~~eight-point and in substantially the following form:~~

8 ~~I, \_\_\_\_\_ (name of executing witness), do solemnly affirm under~~  
9 ~~the penalty of perjury, that \_\_\_\_\_ (name of person who does not~~  
10 ~~appear before a notary), personally known to me, has executed the~~  
11 ~~within \_\_\_\_\_ (type of document) in my presence, and has~~  
12 ~~acknowledged to me that \_\_\_\_\_ (he/she) executed the same for~~  
13 ~~the purposes therein stated and requested that I sign my name on~~  
14 ~~the within document as an executing witness.~~

15 ~~\_\_\_\_\_ (signature of executing witness)~~

16 ~~Subscribed and affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_,~~  
17 ~~20\_\_\_\_\_~~

18 ~~\_\_\_\_\_ (official signature and official seal of notary)]~~  
19

2 ~~[486.345. 1. A notary public may certify a facsimile of a document if he~~  
3 ~~or she receives a signed written request stating that a certified copy or facsimile,~~  
4 ~~preparation of a copy, or certification of a copy of the document does not violate~~  
5 ~~any state or federal law.~~

6 ~~\_\_\_\_\_ 2. Each notary public shall retain a facsimile of each document he or she~~  
7 ~~has certified as a facsimile of another document, together with other papers or~~  
8 ~~copies relating to his or her notarial acts.~~

9 ~~\_\_\_\_\_ 3. The certification of a facsimile shall be in type not smaller than~~  
10 ~~eight-point and in substantially the following form:~~

11 ~~\_\_\_\_\_ State of \_\_\_\_\_ County (and/or City) of \_\_\_\_\_~~

12 ~~I, \_\_\_\_\_ (name of notary), a Notary Public in and for said state,~~  
13 ~~do certify that on \_\_\_\_\_ (date) I carefully compared the attached~~  
14 ~~facsimile of \_\_\_\_\_ (type of document) and the facsimile I now~~  
15 ~~hold in my possession. They are complete, full, true and exact~~  
16 ~~facsimiles of the document they purport to reproduce.~~

17 ~~\_\_\_\_\_ (official signature and official seal of notary)]~~

2 ~~[486.350. 1. The maximum fee in this state for notarization of each~~  
3 ~~signature and the proper recording thereof in the journal of notarial acts is two~~  
4 ~~dollars for each signature notarized.~~

5 ~~\_\_\_\_\_ 2. The maximum fee in this state for certification of a facsimile of a~~  
6 ~~document, and the proper recordation thereof in the journal of notarial acts is two~~  
7 ~~dollars for each 8 1/2 x 11 inch page retained in the notary's file.~~

8 ~~\_\_\_\_\_ 3. The maximum fee in this state is one dollar for any other notarial act~~  
9 ~~performed.~~

10 ~~\_\_\_\_\_ 4. No notary shall charge or collect a fee for notarizing the signature on~~  
~~any absentee ballot or absentee voter registration.~~

11 ~~5. A notary public who charges more than the maximum fee specified or~~  
12 ~~who charges or collects a fee for notarizing the signature on any absentee ballot~~  
13 ~~or absentee voter registration is guilty of official misconduct.~~

14 ~~6. A notary public may charge a travel fee, not to exceed the approved~~  
15 ~~federal mileage rate and may charge an expedited convenience service fee not to~~  
16 ~~exceed twenty-five dollars, when traveling to perform a notarial act, provided~~  
17 ~~that.~~

18 ~~(1) The notary explains to the person requesting the notarial act that the~~  
19 ~~travel fee is separate from the notarial fee and is not specified or mandated by~~  
20 ~~law, and~~

21 ~~(2) The notary and the person requesting the notarial act agree upon his~~  
22 ~~or her fees in advance of the notary affixing his or her official seal.]~~

23

2 ~~[486.355. A notary public and the surety or sureties on his bond are liable~~  
3 ~~to the persons involved for all damages proximately caused by the notary's~~  
4 ~~official misconduct.]~~

4

2 ~~[486.360. The employer of a notary public is also liable to the persons~~  
3 ~~involved for all damages proximately caused by the notary's official misconduct,~~  
4 ~~if~~

4 ~~(1) The notary public was acting within the scope of his employment at~~  
5 ~~the time he engaged in the official misconduct, and~~

6 ~~(2) The employer consented to the notary public's official misconduct.]~~

7

2 ~~[486.365. It is not essential to a recovery of damages that a notary's~~  
3 ~~official misconduct be the only proximate cause of the damages.]~~

3

2 ~~[486.370. 1. A notary public who knowingly and willfully commits any~~  
3 ~~official misconduct is guilty of a misdemeanor and is punishable upon conviction~~  
4 ~~by a fine not exceeding five hundred dollars or by imprisonment for not more~~  
5 ~~than six months or both.~~

5 ~~2. A notary public who recklessly or negligently commits any official~~  
6 ~~misconduct is guilty of a misdemeanor and is punishable upon conviction by a~~  
7 ~~fine not exceeding one hundred dollars.]~~

8

2 ~~[486.375. Any person who acts as, or otherwise willfully impersonates,~~  
3 ~~a notary public while not lawfully appointed and commissioned to perform~~  
4 ~~notarial acts is guilty of a misdemeanor and punishable upon conviction by a fine~~  
5 ~~not exceeding five hundred dollars or by imprisonment for not more than six~~  
6 ~~months or both, unless such act results in a fraudulent act involving property,~~  
7 ~~such person shall be guilty of a class E felony.]~~

7

2 ~~[486.380. Any person who unlawfully possesses a notary's journal,~~  
 3 ~~official seal or any papers or copies relating to notarial acts, is guilty of a~~  
 4 ~~misdemeanor and is punishable upon conviction by a fine not exceeding five~~  
 5 ~~hundred dollars.]~~

2 ~~[486.385. 1. The secretary of state may reject an application or revoke~~  
 3 ~~the commission of any notary public who prior to being commissioned or during~~  
 4 ~~the current term of appointment.~~

5 ~~(1) Submits an application for commission and appointment as a notary~~  
 6 ~~public which contains substantial and material misstatement of facts;~~

7 ~~(2) Is convicted of any felony or official misconduct under this chapter;~~

8 ~~(3) Fails to exercise the powers or perform the duties of a notary public~~  
 9 ~~in accordance with this chapter, or fails otherwise to comply with the provisions~~  
 10 ~~of this chapter;~~

11 ~~(4) Is adjudged liable or agrees in a settlement to pay damages in any suit~~  
 12 ~~grounded in fraud, misrepresentation, impersonation, or violation of the state~~  
 13 ~~regulatory laws of this state, if his or her liability is not solely by virtue of his or~~  
 14 ~~her agency or employment relationship with another who engaged in the act for~~  
 15 ~~which the suit was brought;~~

16 ~~(5) Uses false or misleading advertising wherein he or she represents or~~  
 17 ~~implies, by virtue of the title of notary public, that he or she has qualifications,~~  
 18 ~~powers, duties, rights, or privileges that he or she does not possess by law;~~

19 ~~(6) Engages in the unauthorized practice of law;~~

20 ~~(7) Ceases to be a citizen of the United States;~~

21 ~~(8) Ceases to be a registered voter of the county within and for which he~~  
 22 ~~or she is commissioned;~~

23 ~~(9) Ceases to have a residence address in the county within and for which~~  
 24 ~~he or she is commissioned, unless he or she has been issued an amended~~  
 25 ~~commission;~~

26 ~~(10) Becomes incapable of reading or writing the English language;~~

27 ~~(11) Fails to maintain the surety bond required by section 486.235.~~

28 ~~2. A notary's commission may be revoked under the provisions of this~~  
 29 ~~section if action is taken subject to the rights of the notary public to notice,~~  
 30 ~~hearing, adjudication and appeal. The secretary of state shall have further power~~  
 31 ~~and authority as is reasonably necessary to enable the secretary of state to~~  
 32 ~~administer this chapter efficiently and to perform the duties therein imposed upon~~  
 33 ~~the secretary of state, including immediate suspension of a notary upon written~~  
 34 ~~notice sent by certified mail if the situation is deemed to have a serious unlawful~~  
 35 ~~effect on the general public; provided, that the notary public shall be entitled to~~  
 36 ~~hearing and adjudication as soon thereafter as is practicable.]~~

2 ~~[486.390. 1. Upon his own information or upon complaint of any person,~~  
 3 ~~the attorney general, or his designee, may maintain an action for injunctive relief~~

3 in the circuit court of Cole County against any notary public who renders, offers  
4 to render, or holds himself out as rendering any service constituting the  
5 unauthorized practice of the law. Any organized bar association in this state may  
6 intervene in the action, at any stage of the proceeding, for good cause shown.  
7 The action may also be maintained by an organized bar association in this state.

8 ~~2. The remedies provided in subsection 1 of this section are in addition  
9 to, and not in substitution for, other available remedies.]~~

10

~~[486.395. Upon the receipt of a written request, the notarized document  
2 and a fee of ten dollars payable to the director of revenue, the secretary of state  
3 shall provide a certificate of authority in type not smaller than eight point and in  
4 substantially the following form:~~

5 ~~I, \_\_\_\_\_ (appointing state official, or local or district office  
6 designated by appointing state official, name and title) of the  
7 State of (name of state) which office is an office of record having  
8 a seal, certify that \_\_\_\_\_ (notary's name), by whom the  
9 foregoing or annexed document was notarized, was, at the time of  
10 the notarization of the same, a Notary Public authorized by the  
11 laws of this State to act in this State and to notarize the within  
12 \_\_\_\_\_ (type of document), and I further certify that the Notary's  
13 signature on the document is genuine to the best of my  
14 knowledge, information, and belief and that such notarization was  
15 executed in accordance with the laws of this State.~~

16 ~~In testimony whereof, I have affixed my signature and seal of this  
17 office this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_~~

18 ~~\_\_\_\_\_ (secretary of state's signature, title, jurisdiction, address  
19 and the seal affixed near the signature)]~~

20

~~[486.396. If the notary's notary seal has been stolen, the notary shall  
2 immediately notify the secretary of state in writing to report the theft. Upon  
3 receipt of the written documentation, the secretary of state shall issue the notary  
4 a new commission number for the notary to order a new seal. The secretary of  
5 state may post notice on the secretary of state's website notifying the general  
6 public that the notary seal of such notary with the stolen commission number is  
7 invalid and is not an acceptable notary commission number.]~~

8

~~[486.405. Nothing in sections 486.200 to 486.405 shall be construed in  
2 any way as interfering with or discontinuing the term of office of any person now  
3 serving as a notary public until the term for which he was commissioned has  
4 expired, or until he has been removed pursuant to the provisions of sections  
5 486.200  
6 \_\_\_\_\_ to 486.405.]~~

