



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

**Commissions**  
**PO Box 784, Jefferson City, MO 65102**  
**Toll-Free (866) 223-6535 or (573) 751-2783**

**Application for Notary Change of Address**  
**In Same County**

(No fee)

**Print or Type**

1. Name \_\_\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_\_\_  
(This name must appear as it is signed in #7)

2. Previous Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

3. New Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

4. County of Residence (St. Louis City Residents please specify City) \_\_\_\_\_

5. Daytime Phone Number \_\_\_\_\_

6. Commission Number \_\_\_\_\_

7. Signature and Email Address of Applicant (This signature must appear as it is typed or written in #1)

**Application for Notary Change of Address  
in Same County Instructions**

1. **Name** - You should print or type your name as you want it to appear on your commission certificate. You are required by law to use your full last name, while initials may be used for first and middle names.

**Date of Birth** - Please provide your birth date in numerals: month/day/year. This is to confirm that applicants are at least eighteen years of age.

2. **Previous Address** – Provide your previous address.

**New Address** – Provide your new address.

4. **County of Residence** - Please indicate the county in which you legally reside and are registered to vote, even if you work in a different county. You are commissioned for the county in which you live, but you are able to notarize anywhere in the state of Missouri. \*If you reside in St. Louis City, please put St. Louis City in the county blank.

5. **Daytime Phone** - You are requested to provide a phone number where we can reach you BETWEEN THE HOURS OF 8:00 a.m. and 5:00 p.m., should we need to verify information given on the application in order to prevent the delay of returning the form to you for verification.

6. **Commission Number** - Please provide your commission number if you were commissioned after August 28, 2004.

7. **Signature** - Complete the form by adding your signature in the same name style you indicated in # 1 on the application.