



# STATE OF IDAHO NOTARY PUBLIC APPLICATION CHECKLIST

## Idaho State Employees STOP HERE

Idaho State Employees must contact the Dept. of Administration before proceeding with your notary application. Contact Penny Thorpe at (208) 332-1824, or email [notary@adm.idaho.gov](mailto:notary@adm.idaho.gov).

**Missing any one of the steps provided below may cause your appointment as a notary public to be delayed.**

### Notary Application:

- \_\_\_\_\_ 1. I have indicated if this is a new commission or a recommission.
- \_\_\_\_\_ 2. If this is a recommission I have provided my state file number: <http://www.sos.idaho.gov/NotarySearch/>
- \_\_\_\_\_ 3. If this is a recommission, my commission expires within 90 days, or has expired.
- \_\_\_\_\_ 4. The name I entered on the application matches the name on my notary seal *exactly*.
- \_\_\_\_\_ 5. I have provided a physical address on the application.
- \_\_\_\_\_ 6. I have truthfully answered "NO" to all of the notary qualifications.
- \_\_\_\_\_ 7. I have sworn the Oath of Office before a commissioned notary public.
- \_\_\_\_\_ 8. I have signed the Oath of Office.
- \_\_\_\_\_ 9. The Oath of Office is notarized by a commissioned notary (not myself).

### Notary Bond:

- \_\_\_\_\_ 11. I have a notary bond in the amount of \$10,000.
- \_\_\_\_\_ 12. My notary bond was issued within the past 90 days.
- \_\_\_\_\_ 13. I have signed the notary bond.

### Submission:

- \_\_\_\_\_ 14. I will submit to the Secretary of State:
  - \_\_\_\_\_ a. My notary public application (1 page).
  - \_\_\_\_\_ b. My original, signed, notary bond (1 page).
  - \_\_\_\_\_ c. A payment of \$30.00 (unless I am an exempt government employee).
- \_\_\_\_\_ 15. I will not submit to the Secretary of State:
  - \_\_\_\_\_ a. My Errors and Omissions policy.
  - \_\_\_\_\_ b. Insurance papers, other than my 1-page notary bond.

**Make checks payable to:** Idaho Secretary of State

Mailing address:  
Idaho Secretary of State  
P.O. Box 83720  
Boise, ID 83720-0080

Physical address:  
Idaho Secretary of State  
450 N. 4th Street  
Boise, ID 83702

Phone: (208) 332-2849



# STATE OF IDAHO NOTARY PUBLIC APPLICATION

Idaho Secretary of State  
PO Box 83720  
Boise, ID 83720-0080

Fee: \$30 – Make checks payable to: Secretary of State

**\*\*Submit your signed notary bond with this application.\*\***

**CHECK ONE:**  New Appointment

Reappointment of commission number: \_\_\_\_\_

Find your commission number at: <http://www.sos.idaho.gov/NotarySearch/>

**Former Name:** Only needed if you were previously commissioned in Idaho under a different name.

<b>FORMER</b> Last Name:	<b>FORMER</b> First Name:

**Part 1. Government employment:** If you can truthfully answer "yes," there is no fee for filing this application.

Are you a city, county, or state **government** employee?  Yes  No

If yes, government agency name: \_\_\_\_\_ Agency phone: \_\_\_\_\_

**Part 2. Applicant Information:** Enter your name exactly as it appears on your notary seal. Please note: The information provided in this application will be public record.

Last Name:	First Name:	Middle Name or Initial (if used):	Suffix (Jr., Sr., ect.):
Email Address (for future correspondence or information):		Daytime Phone Number:	
Physical/Residential Address (not a PO Box):		City:	State: Zipcode:
Name and Mailing Address (if different from applicant name and physical address):		City:	State: Zipcode:

**Part 3. Idaho Notary Bond Information:** Enter surety company name, and bond number (required).

Surety Company Name:	Bond Number:

**Part 4. Qualifications:** Mark the below statements "Yes" or "No".

- Yes No
- Have you been convicted of a felony or crime involving fraud, dishonesty, or deceit?
- Have you been found in any legal proceeding or disciplinary action to have acted fraudulently, dishonestly, or deceitfully?
- Have you had a notary commission denied, revoked, or restricted in any state?

**If you checked "Yes" to any of the qualifications, attach a detailed, written explanation, and ALL associated documentation**

**Part 5. OATH OF OFFICE:** Swear (or affirm) and sign this oath in the presence of a commissioned notary (not yourself).

I, \_\_\_\_\_, solemnly swear (or affirm) that I am eighteen (18) years of age or older, I am a citizen or permanent legal resident of the United States, I am a resident of or have a place of employment or have a place of practice in Idaho, I am able to read and write, I am qualified to be appointed and commissioned as a Notary Public for the State of Idaho, and that the answers to all questions in this application are true, complete, and correct; that I have carefully read the notary laws of this State and I am familiar with their provisions; that I will uphold the Constitution of the United States and the Constitution and laws of the State of Idaho; and that I will faithfully perform, to the best of my ability, the duties of the office of Notary Public.

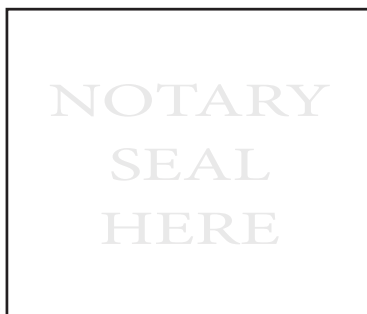
**Applicant Signature:** \_\_\_\_\_

State of Idaho )  
County of \_\_\_\_\_)

Subscribed and sworn (or affirmed) before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public Signature)

My commission expires on \_\_\_\_\_, 20\_\_\_\_.



This block for Secretary of State use only.  
**DO NOT  
STAMP, WRITE,  
OR SIGN  
IN THIS  
AREA**