



# 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 the processing of this application to be delayed.**

## Notary Application:

- I have indicated if this is a new commission or a recommission
- If this is a recommission I have provided my state file number
- If this is a recommission, my commission expires within 90 days, or has expired
- The name I entered on the application matches the name on my notary Bond exactly
- I have provided a physical address on the application
- I have truthfully answered "NO" to all of the notary qualifications
- I have sworn and signed the Oath of Office before a commissioned notary public
- The application is notarized by a commissioned notary (**not myself**)

Find your commission number at:  
<https://sosbiz.idaho.gov/search/notary>

## Notary Bond:

- I have a notary bond in the amount of \$10,000.
- My notary bond is currently dated.
- I have signed the notary bond.

## Submission:

- I will submit to the Secretary of State:
  - My notary public application (1 page).
  - My original, signed, notary bond (1 page)
  - A payment of \$50.00 (unless I am an exempt government employee).

**NOTE: Filing this paper form will incur an additional \$20 manual processing fee. (NOTE: This fee is included in the base fee.) Forms submitted without this additional fee will be rejected.**
- I will not submit to the Secretary of State:
  - My Errors and Omissions policy.
  - Insurance papers, other than my 1-page notary bond

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

### Mailing Address

Office of the Secretary of State  
P.O. Box 83720  
Boise, ID 83720-0080

### Physical Address

Office of the Secretary of State  
450 North 4th Street  
Boise, ID 83702

If you have questions or need help, please call the Secretary of State's office at (208) 334-2301.



# STATE OF IDAHO NOTARY PUBLIC APPLICATION

**Base Fee: \$50** • Make checks payable to: Idaho Secretary of State  
*Filing this paper form will incur an additional \$20 manual processing fee. (NOTE: This fee is included in the base fee.) Forms submitted without this additional fee will be rejected.*

**PLEASE NOTE:**  
*The information provided in this application will be public record. All information is required.*

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

**CHECK ONE:**

New Appointment  
 Reappointment of commission number:  
 # \_\_\_\_\_

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

**FORMER** First Name: \_\_\_\_\_ **FORMER** Last 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 bond.**

*Please note: the name on your notary stamp must also match the notary bond.*

First Name: \_\_\_\_\_ Middle Name or Initial (if used on Bond) \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix (Jr., Sr., etc.) \_\_\_\_\_

Email Address (for future correspondence or information) \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Physical Address (not a PO Box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**MAILING ADDRESS: If different from applicant name and physical address above.**

Name and Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**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.**

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

Have you been convicted of a felony or crime involving fraud, dishonesty, or deceit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been found in any legal proceeding or disciplinary action to have acted fraudulently, dishonestly, or deceitfully? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had a notary commission denied, revoked, or restricted in any state? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**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  
 the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

