



STATE OF IDAHO AUTHORIZATION FOR ELECTRONIC NOTARIZATION CHECKLIST

Missing any one of the steps provided below may cause the processing of this application to be delayed.

Applicant Information:

- _____ 1. If I am a new notary, I have included the name under which I will be commissioned.
- _____ 2. If am already a notary, I have provided my state file number: <http://www.sos.idaho.gov/NotarySearch/>
- _____ 3. If am already a notary, I have provided my commission number (not my bond number).
- _____ 4. The name I entered on this application matches the name on my notary seal *exactly*.

Electronic Notarization Technology Information:

- _____ 5. I have provided the name of the technology that I have chosen to use.
- _____ 6. I have provided the software vendor's name (company that made the software).
- _____ 7. I have provided the software vendor's address.
- _____ 8. I have provided the software vendor's website URL.

Statement of Compliance:

- _____ 9. I have entered my name in the appropriate field.
- _____ 10. I have signed the Statement of Compliance.
- _____ 11. The Statement of Compliance is notarized by a commissioned notary (not myself).

Submission:

- _____ 12. I will submit to the Secretary of State:
 - _____ a. The Authorization for Electronic Notarization Form (1 page).
 - _____ b. A payment of \$20.00 (unless I am an exempt government employee).
 - _____ c. A sample of your software's Notarial Certificate, including your electronic notary stamp and electronic signature.

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



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

Fee: \$20 – Make checks payable to: Secretary of State

You must provide a sample of the output of your software's notarial certificate, with your electronic signature and electronic notary stamp. (A sample is provided on the second page of the

NOTE: All electronic notary software must be tamper-evident, in full compliance with Title 51, Chapter 1, Idaho Code. To determine if your choice of technology is compliant, please examine the National Electronic Notary Standards adopted by the National Association of Secretaries of State, and use those standards for guidance. The National Electronic Notary Standards can be found at: <http://www.sos.idaho.gov/notary/index.html>

Part 1. APPLICANT INFORMATION: All information in this section is required. However, **new** notary applicants (those waiting for their first commission) may leave the commission number and expiration date blank.

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

CURRENT COMMISSION NAME: _____

COMMISSION EXPIRATION DATE: _____

Part 2. ELECTRONIC NOTARIZATION TECHNOLOGY INFORMATION: Provide information about the electronic notary technology that you will use for electronic notarization. All information is required. Only one technology per application is permitted.

E-NOTARY SOFTWARE NAME: _____

SOFTWARE VENDOR NAME: _____

SOFTWARE VENDOR ADDRESS: _____

VENDOR WEBSITE URL: _____

Part 3. STATEMENT OF COMPLIANCE: Swear (or affirm) and sign this statement in the presence of a commissioned notary (not yourself).

I, _____, solemnly swear (or affirm) that the electronic notarization technology named in this form, to the best of my knowledge, is tamper-evident, and fully compliant with Title 51, Chapter 1, Idaho Code.

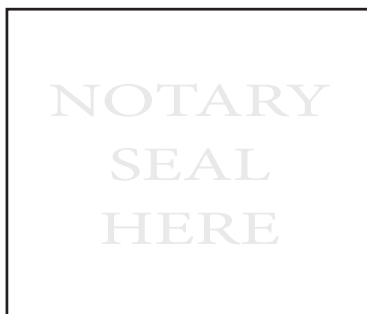
Applicant Signature: _____

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**

