

Idaho Notary Public Application Duplication Policy

Effective July 1, 2016

Pursuant to 51-105, Idaho Code, “Each person to be appointed a notary public shall submit an application to the secretary of state on a form prescribed by the secretary of state. The application shall include such information as the secretary of state shall deem proper...”

The Idaho secretary of state’s office recently developed a new notary public application form. This form was crafted to address and resolve specific problems with the application process, and to address the future technological needs of the commissioning office. While this office has no issue with others duplicating the notary public application form for use within their own applications, only forms that adhere to the following requirements are considered to be “a form prescribed by the secretary of state.”

1. The application form must be an exact duplicate to the form created by the Idaho secretary of state, including:
 - a. Width and height of the entire form
 - b. Width and height of all graphics, form fields, spaces, margins, and open blocks
 - c. Point size and font type of all fonts
 - d. All language used in the form, in any context
2. All computer-generated output on the form (e.g. the applicant’s first name, last name, physical address, etc.) shall be no smaller than 12 points in font size. Tahoma is recommended as the font for form output.
3. No additional language may be added to the form, for any reason, except that the word “duplicate” or “Dup.” must be added beside the revision date, in the same font and font size as the revision date.
4. It is the responsibility of any party duplicating the Idaho Notary Public Application to monitor for, and to maintain, any revision to the form prescribed by the secretary of state.
5. Duplicate forms must be submitted to the Secretary of State for approval, prior to use.

Any form that does not meet these requirements will be sent back to the notary applicant with a request that they resubmit a prescribed notary public application.

For more information contact:

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