



# 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: Find your commission number at: <https://sosbiz.idaho.gov/search/notary>
- 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 \$30.00 (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

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, call the Secretary of State's office at (208) 334-2301.



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

**You must provide a sample of your electronic notary signature, and electronic notary seal, with this application.**

**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: <https://sosbiz.idaho.gov/search/notary>

**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: <https://sosbiz.idaho.gov/search/notary>

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\_\_\_\_.

