

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

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	Find your commission number at:
☐ If this is a recommission I have provided my state file number	https://sosbiz.idaho.gov/search/notary
☐ If this is a recommission, my commission expires within 90 days, or	or has expired
☐ The name I entered on the application matches the name on my r	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 commissione	d notary public
☐ The application is notarized by a commissioned notary (not myse	elf)
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 employed) NOTE: Filing this paper form will incur an additional \$20 manual process included in the base fee.) Forms submitted without this additional fee well. 	sing fee. (NOTE: This fee is
☐ I will not submit to the Secretary of State:	
 My Errors and Omissions policy. 	
 Insurance papers, other than my 1-page notary bond 	

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.

Make checks payable to: Idaho Secretary of State





STATE OF IDAHO NOTARY PUBLIC APPLICATION

, 20_

the ____day of____

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.

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?									
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Are you a city, county, or state government employee? If yes, government agency name: Agency phone: PART 2: APPLICANT INFORMATION - Enter your name exactly as it appears on your notary bond. Pital Name: Middle Name or Initial of Justed on Bond List Name Suffix, (Jr. Sr., etc.) Physical Address (for future correspondence or information Dayltime Phone Number	☐ New Appointment ☐ Reappointment of commission number:	FOR	FORMER First Name:		FORMER Last Name:				
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