



Idaho Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

❑ **Step 1**

I am eligible to become a Notary and am in compliance with state requirements:

- **18 years or older**
- **U.S. citizen or permanent legal resident**
- **Resident of Idaho or employed in Idaho**
- **Able to read and write English**

❑ **Step 2**

I purchased my state-required Notary seal and supplies at NationalNotary.org/ID/Become or called 1-800-876-6827 and provided my county.

❑ **Step 3**

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

❑ **Step 4**

I have received my notary bond via email to submit with my application.

❑ **Step 5**

I completed my commission [application online](#) including the state filing fee.

❑ **Step 6**

I have received my commission certificate from the state.

❑ **Step 7**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: Releasing@NationalNotary.org or via fax to 1-818-332-4019. Once my documents have been received, my stamp will be shipped within 3-5 business days.

NOTE: Any [Idaho Notary package](#) you purchase from the NNA will include your state required item: Notary bond, and seal. It's the best and most convenient way to make sure you have everything you need to become an Idaho Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/ID/Become

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)