



# 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](http://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](mailto:Releasing@NationalNotary.org) or via fax to 1-800-833-1211. 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](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/ID/Become](http://www.NationalNotary.org/ID/Become)

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