



Idaho Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

☐ **Step 1**

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

- 18 years or older
- U.S. citizen or ID permanent resident; nonresident employed in ID
- Able to read and write English
- Never removed from office for misconduct or convicted of serious crime in the last 10 years

☐ **Step 2**

I purchased my state-required Notary bond and supplies at NationalNotary.org/ID/Renew or I called 1-800-876-6827.

☐ **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 bond via email to submit with my application 90 days before my expiration date.

☐ **Step 5**

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

☐ **Step 6**

I have received my commission certificate from the state.

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 renew as an Idaho Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/ID/Renew

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