



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)

Step 1

I am eligible to become 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 seal and supplies at www.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 prior to my expiration date.

Step 5

I completed my commission application online: <https://sosbiz.idaho.gov/auth?from=/records/notary>

Step 6

I have received my commission certificate from the state.

Step 7

I have emailed a copy of my commission certificate to the NNA to activate optional errors & omissions insurance to: Releasing@nationalnotary.org or via fax to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

Step 8

I have received my seal stamp from the NNA and verified the name on my bond matches the name on my stamp.