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Finest Quality, Fastest Service, At The Lowest Possible Cost!

# IMPORTANT

*Thank you for choosing LMI Notary Service to assist with your Notary appointment. It is our mission to provide you with the best service and quality products that you will need to have while commissioned as a Notary Public.*

## **Below is a checklist for you to follow to complete your process:**

- ☐ 1. Download your Notary Bond from [www.BeANotary.com](http://www.BeANotary.com)
- ☐ 2. Sign and date your Notary Bond
- ☐ 3. If not ordering a new notary stamp from LMI Notary, complete the State required application (page 2), and have your signature notarized on your application.
- ☐ 3.5 If you ordered a new notary stamp from LMI Notary, we will manufacture and ship your new seal to you. Once you receive your new stamp, complete the State required application (page 2), and have your signature notarized on your application.
- ☐ 4. File your **original** bond **and** application, along with your \$30.00 licensing fee, with the Secretary of State. Their mailing address is:  
SECRETARY OF STATE  
STATE OF IDAHO  
450 N 4<sup>TH</sup> STREET  
BOISE ID 83720
- ☐ 5. You will receive your new commission from the Secretary of State the as soon as they have processed your paperwork. Your certificate will come a few weeks after you've filed your paperwork with the State.

*Call with any questions you may have during this process!*



# STATE OF IDAHO NOTARY PUBLIC APPLICATION

Idaho Secretary of State  
PO Box 83720  
Boise, ID 83720-0080

Fee: \$30 – Make checks payable to: Secretary of State

**\*\*Submit your signed notary bond with this application.\*\***

**CHECK ONE:** ☐ New Appointment

☐ Reappointment of commission number: \_\_\_\_\_

Find your commission number at: <http://www.sos.idaho.gov/NotarySearch/>

**Former Name:** Only needed if you were previously commissioned in Idaho under a different name.

<b>FORMER</b> Last Name:	<b>FORMER</b> First Name:
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**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? ☐ Yes ☐ No

If yes, government agency name: \_\_\_\_\_ Agency phone: \_\_\_\_\_

**Part 2. Applicant Information:** Enter your name exactly as it appears on your notary seal. Please note: The information provided in this application will be public record.

Last Name:	First Name:	Middle Name or Initial (if used):	Suffix (Jr., Sr., ect.):
Email Address (for future correspondence or information):			Daytime Phone Number:
Physical/Residential Address (not a PO Box):		City:	State: Zipcode:
Name and Mailing Address (if different from applicant name and physical address):		City:	State: Zipcode:

**Part 3. Idaho Notary Bond Information:** Enter surety company name, and bond number (required).

Surety Company Name:	Bond Number:
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**Part 4. Qualifications:** Mark the below statements "Yes" or "No".

- Yes No
- ☐ ☐ Have you been convicted of a felony or crime involving fraud, dishonesty, or deceit?
- ☐ ☐ Have you been found in any legal proceeding or disciplinary action to have acted fraudulently, dishonestly, or deceitfully?
- ☐ ☐ Have you had a notary commission denied, revoked, or restricted in any state?

**If you checked "Yes" to any of the qualifications, attach a detailed, written explanation, and ALL associated documentation**

**Part 5. OATH OF OFFICE:** Swear (or affirm) and sign this oath in the presence of a commissioned notary (not yourself).

I, \_\_\_\_\_, solemnly swear (or affirm) that I am eighteen (18) years of age or older, I am a citizen or permanent legal resident of the United States, I am a resident of or have a place of employment or have a place of practice in Idaho, I am able to read and write, I am qualified to be appointed and commissioned as a Notary Public for the State of Idaho, and that the answers to all questions in this application are true, complete, and correct; that I have carefully read the notary laws of this State and I am familiar with their provisions; that I will uphold the Constitution of the United States and the Constitution and laws of the State of Idaho; and that I will faithfully perform, to the best of my ability, the duties of the office of Notary Public.

**Applicant Signature:** \_\_\_\_\_

State of Idaho \_\_\_\_\_ )  
County of \_\_\_\_\_ )

Subscribed and sworn (or affirmed) before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public Signature)

My commission expires on \_\_\_\_\_, 20\_\_\_\_.

This block for Secretary of State use only.

NOTARY  
SEAL  
HERE

**DO NOT  
STAMP, WRITE,  
OR SIGN  
IN THIS  
AREA**