

Notary Public Rules and Procedures for the State of Idaho

- 1) Call Northwest insurance (208) 983-2100 and ask for Kami. Tell her that you are applying for a Notary position and will require a Notary bond in the amount of \$10,000. This will cost \$60.00. They will send you a one page document that you will send along with your application to the the SOS.
- 2) Fill out the State of Idaho Notary Public Application. This can be found on the SOS website. [Notary Public Application Form](#)
- 3) Take the form to your bank or library and have a Notary Public notarized your signature.
- 4) Send the application, \$30.00 and the original signed Notary bond (from your insurance company) to the address on the application.
- 5) Order your stamp from Amazon or other office supply store. I like ExcelMark brand for \$13.99 on Amazon. [NotaryExcelMark Self Inking Notary Stamp - All 50 States](https://www.amazon.com/ExcelMark-Self-Inking-Notary-Stamp/dp/B0043GD4EG/ref=sr_1_fkmr0_1?s=office-products&ie=UTF8&qid=1516669730&sr=1-1-fkmr0&keywords=excelmark+notary+stamp+13.99)
https://www.amazon.com/ExcelMark-Self-Inking-Notary-Stamp/dp/B0043GD4EG/ref=sr_1_fkmr0_1?s=office-products&ie=UTF8&qid=1516669730&sr=1-1-fkmr0&keywords=excelmark+notary+stamp+13.99. It can be a circle or a rectangle form, but must have a serrated or crimped border. The stamp must be customized with LINE 1: Your name as it appears on the application, LINE2: Notary Public LINE 3: State of Idaho. [Stamp Rules](#)
- 6) Read the FAQ on the SOS website. [FAQ link](#) Note that keeping a journal is optional. They are pretty straight forward - check ID, sign and stamp, can't notarize your signature or your spouse's.

That's it. It takes about 2 to 3 weeks to get your certificate in the mail.

If you have any questions, contact Penny Thorpe at (208) 332-1824, or email notary@adm.idaho.gov at the SOS office in Boise.

Good luck and thank you for your hard work on this very important initiative.