



# STATE OF IDAHO AUTHORIZATION FOR ELECTRONIC/REMOTE ONLINE NOTARIZATION CHECKLIST

Missing any one of the steps provided below may cause the processing of this application to be delayed.

## Applicant Information:

- I have included the name under which I am commissioned
- I have provided my commission number (not my bond number)
- The name I entered on this application matches the name on my notary seal exactly

Find your commission number at:  
<https://sosbiz.idaho.gov/search/notary>

## Electronic/Remote Online Notarization Technology Information:

- I have provided the name of the technology that I have chosen to use
- I have provided the name of the software vendor (company that made the software)
- I have provided the website URL of the software vendor
- I have provided the address of the software vendor

## Statement of Compliance:

- I have entered my name in the appropriate field
- I have signed the Statement of Compliance
- The Statement of Compliance is notarized by a commissioned notary (not myself)

## Submission:

- Appropriate fee(s) paid in full
  - **\$20 Fee** for Electronic Notary and/or Remote Online Notarization
  - **\$20 Manual Processing Fee** for filing a paper form. (*Forms submitted without this additional fee will be rejected.*)
- A sample of your software's Notarial Certificate, including your electronic notary stamp and electronic signature
- Application form filled out in full

**Make checks payable to:** Idaho Secretary of State

Mailing Address

Office of the Secretary of State  
P.O. Box 83720  
Boise, ID 83720-0080

Physical Address

Office of the Secretary of State  
450 North 4th Street  
Boise, ID 83702

If you have questions or need help, please call the Secretary of State's office at (208) 334-2301.



# STATE OF IDAHO AUTHORIZATION FOR ELECTRONIC/REMOTE ONLINE NOTARIZATION

*There is a \$20 fee for Authorizing Electronic and/or Remote Online Notarization.  
Filing a paper form will incur an additional \$20 manual processing fee.  
Forms submitted without this additional fee will be rejected.*

**Make checks payable to:**  
Idaho Secretary of State

**You must provide a sample of your electronic notary signature, and electronic notary seal, with this application.**

**PART 1. APPLICANT INFORMATION:** All information in this section is required. However, new notary applicants (those waiting for their first commission) may leave the commission number and expiration date blank.

<b>Current Commission Name:</b>	<b>Current Commission Number:</b>	<b>Commission Expiration Date:</b>

**PART 2. ELECTRONIC AND/OR REMOTE ONLINE NOTARIZATION TECHNOLOGY:** Provide information about the notary technology that you intend to use for electronic and/or remote online notarizations. All information is required. **Only one technology for each selection is permitted per application.**

<input type="checkbox"/> I will be performing electronic notarizations.  <b>NOTE:</b> All electronic notarization technology software must be in compliance with Title 51, Chapter 1, Idaho Code. To determine if your choice of technology is compliant, please examine the National Electronic Notary Standards for guidance. The National Electronic Notary Standards can be found at: <a href="http://npa-section.com/electronic-notarization.html">http://npa-section.com/electronic-notarization.html</a> Title 51, Chapter 1, Idaho Code can be found at: <a href="https://legislature.idaho.gov/statutesrules/idstat/Title51/T51CH1/">https://legislature.idaho.gov/statutesrules/idstat/Title51/T51CH1/</a> <p style="text-align: center;"><b>The technology I will utilize to perform electronic notarizations is:</b></p>		<input type="checkbox"/> I will be performing remote online notarizations facilitated by communication technology (Which includes the use of electronic notarization technology)  <b>NOTE:</b> All communication technology software must be in compliance with the standards stated in the rules governing Remote Online Notarizations. Please examine Idaho Administrative Procedure Act (IDAPA) 34.07.01 to determine if your choice of technology is compliant. The Idaho Administrative Rules can be found at: <a href="https://adminrules.idaho.gov/rules/current/34/index.html">https://adminrules.idaho.gov/rules/current/34/index.html</a> <p style="text-align: center;"><b>The communication technology I will utilize to perform remote online notarizations is:</b></p>	
<b>Software Name:</b>	<b>Software Vendor:</b>	<b>Software Name:</b>	<b>Software Vendor:</b>
<b>Software Vendor Website URL:</b>		<b>Software Vendor Website URL:</b>	
<b>Software Vendor Address:</b>		<b>Software Vendor Address:</b>	

**PART 3. STATEMENT OF COMPLIANCE:** Swear (or affirm) and sign this statement in the presence of a commissioned notary (**not yourself**).

I, \_\_\_\_\_, solemnly swear (or affirm) that any technology named on this form meets the requirements set forth in Idaho Statutes and/or Idaho Administrative Rules.

**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  
the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

