

**IDAHO STATE CERTIFIED SHORTHAND REPORTERS BOARD**

**APPLICATION FOR TEMPORARY PERMIT**

**INSTRUCTIONS**

All requested information must be provided and all questions must be answered. Failure to complete the application and/or include the required fees will result in its denial. The Board will review the information you submit and may require you to submit additional materials, submit additional fees, and take all or part of the licensure examination.

**FEES**

Application Fee \$50.00

FEES ARE NOT REFUNDABLE. All returned checks are subject to a \$20.00 fee and the application will be invalid.

The State of Idaho Certified Shorthand Reporters Board Laws and Rules may be downloaded at: [www.ibol.idaho.gov](http://www.ibol.idaho.gov)

Questions regarding this application or the requirements for a temporary permit may be addressed to:

**CERTIFIED SHORTHAND REPORTERS BOARD  
STATE OF IDAHO  
BUREAU OF OCCUPATIONAL LICENSES  
700 West State Street, P.O. Box 83720  
Boise, Idaho 83720-0063  
Website: [www.ibol.idaho.gov](http://www.ibol.idaho.gov) E-mail: [sre@ibol.idaho.gov](mailto:sre@ibol.idaho.gov)**

**CERTIFIED SHORTHAND REPORTERS BOARD**

STATE OF IDAHO

BUREAU OF OCCUPATIONAL LICENSES

700 West State Street, PO Box 83720

Boise, Idaho 83720-0063

Phone: (208) 334-3233 Fax: (208) 334-3945

Website: [www.ibol.idaho.gov](http://www.ibol.idaho.gov) E-mail: [sre@ibol.idaho.gov](mailto:sre@ibol.idaho.gov)

**APPLICATION FOR TEMPORARY PERMIT**

Please complete this form by providing the requested information. Your signature must be notarized and the appropriate fee of \$50.00 must be attached. Submit the completed form to the address noted above.

I hereby submit my qualifications and make application for a temporary certified shorthand reporter permit in the State of Idaho under the provisions of Title 54, Chapter 31, Idaho Code, and provide the following:

**1. Full Name (Mr., Mrs., or Ms.)** \_\_\_\_\_  
(Your full legal name is required. Legal documentation of any name changes from birth to the present may be required)

**2. Address of Record** \_\_\_\_\_  
(The above address is public record) Street City State Zip

**3. Mailing Address** \_\_\_\_\_  
(Will be used as address of record if none provided above) Street City State Zip

**4. Place of Birth** \_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Business Phone** (\_\_\_\_) \_\_\_\_\_  
(The above phone number is public record)

**5. Social Security No.** \_\_\_\_/\_\_\_\_/\_\_\_\_ **E-mail** \_\_\_\_\_

**6. Have you graduated from an accredited high school or its equivalent?**  Yes  No  
(Please attach a copy of your high school diploma, transcripts, or GED certificate.)

**7. Are you a graduate of a National Court Reporter Association (NCRA) approved school? Or  
Do you hold a Certificate of Merit Reporter (RMR) issued by the National Court Reporters Association (NCRA)? Or  
Do you hold a Certificate of Registered Professional Reporter (RPR) issued by the NCRA?**  Yes  No  
(Please attach a copy of your diploma/certificate.)

**8. Are you or have you ever been certified as a shorthand reporter or its equivalent in any other state?**  Yes  No  
**If yes, list certification and/or licensure state(s):** \_\_\_\_\_  
(Documentation must be received directly from the issuing authority before your application will be processed.)

**9. Have you ever been convicted of any felony or a misdemeanor involving moral turpitude?**  Yes  No  
(If yes, a detailed statement, including a summary of the charges, the final order, any probation or parole documentation, and any other relevant information must be attached.)

**10. Have you had a license or certification revoked, suspended, or otherwise sanctioned in Idaho or elsewhere?**  Yes  No  
(If yes, please attach a detailed statement, including a summary of the charges, the final order, and any other relevant information.)

**CHARACTER REFERENCES: All applicants must provide the names and addresses of three character references below.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT**

I hereby certify under penalty of perjury that I am the person named above and that I am of good moral character. I further certify that I have reviewed the Idaho Laws and Rules governing the practice of Shorthand Reporting and that I will comply with those laws and rules should I be granted a temporary permit. I swear or affirm that the information provided on and attached to this application is true and accurate to the best of my knowledge and belief. I hereby authorize and direct any person, agency, firm, or other entity to release to the Bureau of Occupational Licenses or it's identified agent any and all information, communications recommendations, reports, records, statements, or disclosures, whether public, privileged or confidential, that may relate to my professional qualifications or credentials or that may have bearing on my eligibility for a temporary permit.

\_\_\_\_\_  
Signature of applicant

State of \_\_\_\_\_, County of \_\_\_\_\_, ss.  
Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(seal)

\_\_\_\_\_  
Notary Public official signature  
my commission expires \_\_\_\_\_