

Our 30 Minute Notary Study Guide Questionnaire

Hello there. You must be enrolled in one of our upcoming notary seminars and we want to make your experience as easy and pleasant as possible.

This guide is designed in a questionnaire format to help you gauge your prior knowledge about notary law. The actual state notary exam has only 30 questions and all of them are multiple choice. You need a score of at least 70% to pass the actual notary exam which we will take immediately following the seminar.

This guide is in a questionnaire format designed to help you know some of the information we will be covering during our time together. If you can correctly answer most of these questions in this format in 30 minutes or less without referring to the answers, you will be coming into the exam with a terrific level of preparation and the seminar will be a wonderful refresher course for you.

This exercise can be very useful for gauging whether or not to take the 3 hour course or the 6 hour course if you are seeking a recommission. It is best used by anyone looking for an introduction into California Notary Practices as a way to get familiar with the information we will be covering during our seminar together.

If you need help answering any of the questions, you can download the accompanying Pre-Seminar Study Guide for a full explanation and the answer to any of the questions. Of course, that will take much more time to go through, but if you do not have time to go through the entire Pre-Seminar Study Guide, at least consider reading this questionnaire just to get an idea of some of the information we will be covering in our seminar together.

If you have not yet looked at the Pre-Seminar Study Guide and would like to, you can find it here :

<https://notaryclasses.com/EmailPDFs/PreSeminarStudyGuide.pdf>

Enjoy!

Our 30 Minute Notary Study Guide Questionnaire

These are some of the questions we will answer during our day together.

1. Is a notary permitted to notarize signatures on a document that is written in a language that the notary cannot read? (page 6)
Answer: Yes
2. Related to the notarial act, what must be in English? (page 6)
Answer: The notarial wording, i.e. the Acknowledgment or Jurat wording.
3. How do we describe that document in the journal if we cannot read the document? (page 6)
Answer: Communicate with the document signer to obtain a description and also write in the journal that the "Document is in a foreign language". No interpreters permitted for any reason!
4. Circle the capacity whereby the notary would **not** be deemed to have a beneficial or financial interest even if receiving financial compensation for rendering the services (except for direct sales commissions).
-If the notary is an **employee** / grantor or grantee / **attorney** / mortgagor or mortgagee / lessor or lessee / is an **agent (property management agent)**/ trustor or trustee / **insurer**. (page 7 & 8)
Answers in Bold
5. Is a notary permitted to notarize a copy of a Power of Attorney? (page 9)
Answer: No
6. Are California notaries permitted to notarize a copy of a birth certificate or any document or photocopy of any document that does not require someone's signature to be notarized? (page 9)
Answer: No
7. If a notary certifies a copy of a Power of Attorney, it will have the same force and effect as the original. How does a notary certify a Copy of a Power of Attorney? (page 9 & 10)
Answer: Compare the copy and complete the proper wording, then enter the notarial act in the journal.
8. Can a copy of a passport be notarized if the client presents an affidavit stating that the copy is a true and correct copy of the original document? (page 12)
Answer: No. We can notarize the signature on the affidavit but not the copy of the document.
9. If we receive a letter from the SOS which has been dated Aug 1 to certify copies of our journal record, when must we comply? (page 12)
Answer: Within the time specified in the request.
10. Failure to comply with a demand from the Secretary of State can lead to a possible fine and possible administrative penalties. What is the potential fine and what are the administrative penalties? (page 12)
Answer: Negligent failure is subject to a \$750 fine and possible suspension or revocation of the notary commission.
11. What part of the notary application can be made available to the public upon request? (page 17)
Answer: the notary's name and addresses.
12. What administrative action will the Secretary of State take if a notary fails to maintain compliance with child support requirements? (page 19)
Answer: Suspension or revocation of the notary's commission.

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13. Where must a California notary purchase the surety bond? (page 20)
Answer: A California admitted surety company.
14. How much is the bond amount? (page 20)
Answer: \$15,000 (should cost around \$38 for all four years).
15. When does the commission become effective if we file the bond in person? (page 20)
Answer: on that day.
16. How must we take the oath if we choose to file by mail? (page 20)
Answer: With another notary who is in the same county as our county of business.
17. Can we use a check or cash in lieu of a bond? (page 21)
Answer: No
18. What happens to the commission if it is not filed on time for any reason? (page 21)
Answer: Our commission will become void or invalid and we will need to re-apply all over again.
19. Are employers permitted to examine and copy a notary's journal records? (page 24)
Answer: Yes, but in the notary's presence and only those entries related to that place of business.
20. Do employers obtain certified copies of journal records? (page 25)
Answer: No
21. When a notary changes their primary county of business, are they required to file an amended oath and bond in their new county? (page 25)
Answer: No
22. Which type of employee notary must resign a commission if they leave their place of employment? (page 25)
Answer: A notary appointed by the Secretary of State on behalf of a public entity.
23. What is the charge to notify the SOS of a name change or address change? (page 26)
Answer: \$0
24. How does a notary notify the SOS of a name change? (page 26)
Answer: With a letter or address change form sent by certified or registered mail or any means that the notary can obtain a receipt.
25. When a notary changes their name, does the commission number or expiration date change? (page 26)
Answer: No
26. A notary seal may never be placed on a document that does not have what? (page 28)
Answer: Proper notarial wording.
27. The most often completed notary act is taking an acknowledgment. What is being acknowledged and to whom? (page 29)
Answer: The signer acknowledges to the notary that they signed the document.
28. What does a notary certify when completing an acknowledgment? (page 29)
Answer: Personal appearance, proper identification and that the signer acknowledged signing the document.

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29. What does a notary certify when completing a jurat? (page 36)
Answer: Personal appearance, proper identification and that the signer gave an oath to the notary and signed the document in the notary's presence.
30. Do California notaries certify the authorized capacity of their signers? (page 31)
Answer: No
31. Exactly where must the disclaimer statement be located on California notary wording? (page 30)
Answer: Immediately above the venue.
32. What goes after the words "before me" in an acknowledgment? (Page 30)
Answer: The notary's name followed by a comma and the words Notary Public.
33. What goes after the word "by" after the date in a Jurat? (Page 34)
Answer: The name of the document signer (affiant) that is signing the affidavit.
34. If a document from another state requires witnesses at the time of notarization, what is required of a California notary? (page 31)
Answer: Obtain witnesses.
35. If a notary knowingly falsifies any information in an acknowledgement certificate, that notary may be charged with a _____ fine amount and have their commission _____ or _____ . (page 30)
Answer: \$10,000 ; suspended ; revoked.
36. If a notary notarizes a signature on a document that the notary knows contains false information, the notary can have their commission suspended or revoked and can also be charged with a (what?) _____ (misdemeanor? or felony?) as well as face personal financial liabilities. (page 31)
Answer: Misdemeanor
37. Anyone coercing a notary to perform illegal actions or providing false information to the notary for the purposes of having the notary record that false information in the journal could lead to which of the following criminal charges? Infraction? misdemeanor? Felony? (page 31)
Answer: Misdemeanor
38. If a notary mistakenly misspells the name of the document signer in an acknowledgment, what will be the only course of action to correct that acknowledgment? Can it be altered after it leaves the notary office? Can the notary alter the acknowledgment at a later date? (page 36)
Answer: The notary act must be redone entirely. No; No.

The Notary Journal

1. Circle only the items that must be included in the notary journal. (page 49)
- Date, time and notary fees charged
 - Type of notary act
 - Description of the document
 - Additional information
 - Name and address of the signer
 - Identification type (E.g. California Driver's license, US Passport, Tribal ID card)
 - Serial number of the ID document used
 - Date of expiration or issuance if expired but has been issued in the past 5 years
 - Signature of your signer
 - Thumbprints for required documents
- Answer: Everything except d & e.**

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2. Does a recommissioning notary need to start a new journal upon every new commission? (page 52)
Answer: No
3. Every four years a notary wishing to recommission must reapply and follow all requirements as they did with the first commission except if they qualify to take the 3-hr refresher course. Upon recommissioning, a new commission number is assigned for the new four year term. Are we required to put our new sequential commission numbers in the notary journal? (page 52)
Answer: No
4. If a public entity notary such as a public school district employee retires or leaves that place of employment, they must resign and if they choose, can apply for a new commission by submitting all requirements as with a new or any recommissioning notary applicant. Would they need to submit their current journals to the county clerk's office even though they are waiting for a new commission since there will certainly be a lapse in their commission of greater than 30 days? (page 52)
Answer: Yes
5. If a notary allows their employer or anyone to take their journal out of the presence of the notary, the Secretary of State will recommend which one (circle the correct letter) of the following: A. Nothing; B. Suspension or Revocation of the commission; C: prosecution of fraud; D: a possible term in prison of over 1 year. (page 51)
Answer: B
6. Does the notary ever provide certified copies of a journal to an employer or any member of the public without a subpoena for that certified copy? (page 52)
Answer: No
7. Is the notary required to provide plain copies of journal records to an employer up on request? (page 52)
Answer: Yes
8. How long does a notary have to provide a copy of the journal to a member of the public? (page 52)
Answer: 15 business days
9. If the notary journal is stolen or seal is stolen, lost, misplaced or destroyed, the notary must notify the Secretary of State _____ . (page 50)
Answer: Immediately

The Notary Seal

1. Is a notary permitted to use a round metal embossed notary seal that does not contain ink by itself as the notary seal image. (page 54)
Answer: No
2. What two important identification numbers were added to the California notary seal in 1992? (page 53)
Answer: The commission number and the manufacturer ID number.
3. Is there a legislated color ink for the notary seal? (page 53)
Answer: No
4. Can a notary seal be placed on a copy of a photograph, a passport or educational documents for example or any document that does not have proper notarial wording? (page 54)
Answer: No

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5. If the notary image is smeared or smudged, or it covers lines, words or signatures and there is no room to place a second image on the same document, what must be done? The notary must add a separate page containing proper notary _____ often referred to as a loose certificate. (page 54)

Answer: Wording

Acting as an attorney, immigration and Foreign Language restrictions and an affidavit of identity for immigration

1. The criminal charge for a non-attorney notary selecting the notary act is which of the following: A. An infraction; B. A misdemeanor; C. A Felony; D; No possible criminal charge. (page 56)
2. Translation of the term Notary Public directly into Spanish could lead to suspension of the notary's commission for up to ____ year on the first offence and _____ revocation on the second offence. (page 56)
3. Advertising as a notary in a foreign language is permissible but requires a disclosure in both English and the foreign language that the notary is not an _____ and cannot provide legal services. It also requires a notary to disclose the maximum _____ they may charge. (page 56)

Answer: B

Answer: 1; permanent

Answer: attorney ; fees

4. A notary who is also an immigration consultant may advertise or promote their services as an immigration consultant, but may not also advertise anywhere that he or she is a _____. (page 57)

Answer: notary

5. If a signer presents an affidavit of identity that contains a photograph of the person, fingerprints or a thumbprint of the person and also contains their birthdate or age, the notary must require a certified copy of a _____ certificate to verify the age or date of birth. (page 58)

Answer: birth certificate

Maximum allowable notary fees

1. The maximum fee for certifying a copy of a Power of Attorney is _____. (page 59)

Answer: \$15

2. How much can be charged for providing a copy of journal records to the public? (page 59)

Answer: Thirty cents (\$0.30)

3. How much can be charged for notarizing one signature on an absentee ballot? (page 59)

Answer: \$0

4. How much can the notary charge a military veteran for notarizing a signature on a military pension or benefit document? (page 59)

Answer: \$0

Keep in mind that commission denial, suspension and revocation are called "**administrative penalties**", fines are called "**civil penalties**" and infractions, misdemeanors and felonies are known as "**criminal penalties**".