

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 and your goal is to correctly answer most of these questions in 30 minutes or less without referring to the answers.

Please consider reading through these questions and answers before attending the seminar! You do not have to understand everything here, but it will be an enormous help for you on the day of the seminar!

If you are taking the 3-hour course because you are recommissioning, please reconsider spending an extra 3 hours in the morning with us instead. There is no extra charge to change your mind and attend the 6-hour course and you do not have to re-register. Just show up in the morning about 8:30am and we will get you seated.

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 :

English

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

Español

https://notaryclasses.com/EmailPDFs/PreSeminarStudyGuide_es.pdf

Enjoy!

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Refer to the page numbers on the Pre-Seminar Study Guide for more detailed answers.

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

1. Is a notary permitted to notarize signatures on a document that is written in a language that the notary cannot read? (page 4)
Answer: Yes
2. Related to the notarial act, what must be in English? (page 4)
Answer: The notarial certificate, i.e. the Acknowledgment or Jurat wording.
3. Are California notaries permitted to certify or notarize a copy of a birth certificate or vital statistic records? (page 5)
Answer: No
4. What part of the notary application can be made available to the public upon request? (page 9)
Answer: the notary's name and addresses.
5. Where must a California notary purchase the surety bond? (page 11,12)
Answer: A surety company that is admitted to do business in California.
6. Will the notary be required to reimburse the surety company should the bond be utilized due to a notary's misconduct ? (page 12)
Answer: Yes. The bond is not an insurance policy for the notary. The surety company will have to pay up to the \$15,000 bond limit but the notary is responsible for reimbursement and payment of all additional losses or judgements against the notary. Notaries usually obtain an Errors and Omissions insurance policy but that is not a legal requirement.
7. When does the commission become effective if we file the bond in person? (page 14)
Answer: on that day.
8. What happens to the commission if it is not filed on time for any reason? (page 14)
Answer: Our commission will become void or invalid and we will need to re-apply all over again.
9. Are employers permitted to examine and copy a notary's journal records? (page 16)
Answer: Yes, but in the notary's presence and only those entries related to that place of business.
10. When a notary changes their primary county of business, are they required to file an amended oath and bond in their new county? (page 16)
Answer: No
11. What is the charge to notify the SOS of a name change or address change? (page 16)
Answer: There is no charge.
12. Which type of employee notary must resign a commission if they leave their place of employment? (page 17)
Answer: A notary appointed by the Secretary of State on behalf of a public entity.
13. When a notary changes their name, does the commission number or expiration date change? (page 16)
Answer: No

Our 30 Minute Notary Study Guide Questionnaire

14. The most often completed notary act is taking an acknowledgment. What is being acknowledged and to whom? (page 18)
Answer: The signer acknowledges to the notary that they signed the document.
15. What does a notary certify when completing an acknowledgment? (page 18)
Answer: Personal appearance, proper identification and that the signer acknowledged signing the document.
16. Do California notaries certify the authorized capacity of their signers? (page 18)
Answer: No
17. Exactly where must the disclaimer statement be located on California notary wording? (page 18)
Answer: Immediately above the venue.
18. What goes after the words "before me" in an acknowledgment? (Page 20)
Answer: The notary's name followed by a comma and the words Notary Public.
19. 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 20)
Answer: \$10,000 ; suspended ; revoked.
20. What goes after the word "by" after the date in a Jurat? (Page 22)
Answer: The name of the document signer (affiant) that is signing the document.
21. 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 22)
Answer: Misdemeanor
22. 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 23)
Answer: The notary act must be redone entirely. No; No.

Credible Witnesses, Subscribing Witnesses and Signature by Mark

1. How are credible witnesses identified? (page 25)
Answer: With their own proper identification documents that must be shown to the notary.
2. Can a second signer be used as a Credible Witness? (page 25)
Answer: Credible witnesses cannot have beneficial or financial interest in the document. Please read the Credible Witness oath.
3. How many witnesses are needed to sign a document when the signer is signing with a mark instead of a signature? (page 26)
Answer: Two
4. Who do the witnesses for signature by mark need to know? (page 26)
Nobody.
5. What is proven to the notary through the Subscribing Witness oath? (page 29)
Answer: The identification of the principal (signer).

Our 30 Minute Notary Study Guide Questionnaire

6. How is the Subscribing Witness identified? (page 31)
Answer: The Credible Witness identifies the Subscribing witness.
7. How does the Subscribing Witness obtain the authority to sign the document? (29)
Answer: Through the request of the principal.

The Notary Journal

1. Circle only the items that must be included in the notary journal. (page 33)
- 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.**
2. How long does a notary have to provide a copy of the journal to a member of the public? (page 35)
Answer: 15 business days
3. Does a recommissioning notary need to start a new journal upon every new commission? (page 36)
Answer: No
4. If the notary journal is stolen or seal is stolen, lost, misplaced or destroyed, the notary must notify the Secretary of State _____ . (page 32)
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 37)
Answer: No
2. What two important identification numbers were added to the California notary seal in 1992? (page 37)
Answer: The commission number and the manufacturer ID number.
3. Is there a legislated color ink for the notary seal? (page 37)
Answer: No but the notary seal must be photographically reproducible so an embosser that is not inked may not be used as the notary seal unless accompanied with another image that is photographically reproducible.
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 38)
Answer: No
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 38)
Answer: Wording

Our 30 Minute Notary Study Guide Questionnaire

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 39)
Answer: B
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 39)
Answer: one; permanent
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 39)
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 40)
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 41)
Answer: birth certificate

Maximum allowable notary fees

1. The maximum fee for certifying a copy of a Power of Attorney is _____. (page 42)
Answer: \$15
2. The maximum fee for completing an acknowledgment when using two credible witnesses is _____. (page 42)
Answer: \$15 We may not charge extra for using credible witnesses to verify identity.
3. How much can be charged for providing a copy of journal records to the public? (page 42)
Answer: Thirty cents (\$0.30)
4. How much can the notary charge a military veteran for notarizing a signature on a military pension or benefit document? (page 42)
Answer: \$0
5. What is the maximum charge that an immigration consultant who is also a notary permitted to charge for completing immigration documents? (page 42)
Answer: \$15 per form plus signature charges

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**". A notary can be subject to financial liabilities for all losses associated with notarial misconduct and can have a commission suspended or revoked. Most misconduct resulting in a fine over \$750 can also result in a criminal charge of a misdemeanor and **perjury or notarizing signatures on Deeds of Trust or property transfer documents** (i.e., Grant Deeds) without actually being a notary becomes a felony.

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