



Arkansas Secretary of State

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Notary Public Quiz

1. What are the functions of a notary in connection with a deposition?
 - A. Taking the witness' oath to tell the truth
 - B. Certifying that the written transcript is complete and accurate
 - C. Either
 - D. Neither

2. When a notary changes employment, does the employer who paid for the commission and seal retain ownership?
 - A. Yes
 - B. No

3. Notaries are permitted to affix their facsimile signature to some documents, as a stamp or engraving. On what types of documents are notaries not permitted to do this?
 - A. Deeds
 - B. Documents for conveying real estate
 - C. Either
 - D. Neither

4. With what County official must a notary's oath and surety bond be filed?
 - A. County Clerk
 - B. Circuit Clerk
 - C. County Assessor
 - D. County Judge
 - E. None of the above

5. Which of the following may a notary supervise the making and photocopying of an original document and attest that the document is a copy of the original document?
 - A. Birth Certificates
 - B. Death Certificates
 - C. Marriage Certificates
 - D. Divorce Decree
 - E. None of the above

6. What geographical jurisdiction does a notary have?
 - A. Citywide
 - B. Countywide
 - C. Statewide
 - D. Nationwide

7. How does a notary officially file records of his or her name change?
- A. Registered letter detailing marriage/divorce
 - B. Telephone call to secretary of state's office
 - C. Certified copies of legal document
 - D. None of the above
8. Which of the following items would not be a good source of verifying identity, before notarizing a document for someone the notary does not know?
- A. Passport
 - B. Driver's license
 - C. Government-issued ID card
 - D. Credit card
9. A surety bond in the amount of _____ is required to become a notary public.
- A. \$6,500
 - B. \$7,500
 - C. \$8,500
10. The Hague Convention of 1961 allows countries to recognize _____ certificates.
- A. Apostille
 - B. Certification
11. A notary public may notarize documents in adjoining states as long as the document pertains to Arkansas transactions
- A. True
 - B. False
12. Someone who lives in another state but works in Arkansas may be commissioned as a notary.
- A. True
 - B. False
13. Notaries public may
- A. Administer oaths
 - B. Take acknowledgments
 - C. Certify affidavits
 - D. Certify depositions
 - E. Supervise photocopying
 - F. All of the above
14. An Arkansas notary may charge _____ for any notarial act.
- A. \$5
 - B. \$10
 - C. \$15

15. A seal may have the Great Seal of Arkansas on it.
- A. True
 - B. False
16. A notary must register a facsimile signature with the secretary of state if he wishes to use it.
- A. True
 - B. False
17. A notary journal can be useful evidence if a notary is subpoenaed to court.
- A. True
 - B. False
18. If a document is going to be used in a nation NOT party to the 1961 Hague Convention, a(n) _____ is used.
- A. Certification
 - B. Apostille
19. If you are dealing with a document where you have no direct financial gain, can you notarize your own signature?
- A. Yes
 - B. No
20. If I notarize two original documents, how much may I charge?
- A. \$5
 - B. \$10
 - C. \$15
 - D. None of the above
21. An Arkansas notary is commissioned for
- A. 5 years
 - B. 10 years
 - C. 15 years
 - D. None of the above
22. A surety bond protects the
- A. State
 - B. Notary
 - C. County of commission
 - D. All of the above
23. An Errors and Omissions Policy protects the
- A. State
 - B. Notary
 - C. Circuit clerk
 - D. All of the above

24. Under what conditions may a faxed or photocopied document be notarized?

- A. Notary recognizes the signature
- B. Notary knows the signer
- C. Document is signed after being faxed or copied
- D. It can never be done

25. An affidavit is:

- A. Declarative wording, official signature, dates and seal contained in the notarization
- B. The affirmation of truth of a statement
- C. Written statement, signed and sworn to by the person appearing before the notary
- D. A formal statement in writing by a notary that a bill of exchange or promissory note was presented for payment or acceptance, and payment or acceptance was refused.

26. An acknowledgement is:

- A. A person's confirmation or admission to a notary that he/she signed a document
- B. Written testimony of a witness, taken out of court under oath before a notary or other authorized person, intended to be used for trial or before some officer or commission
- C. The affirmation of truth of a statement
- D. Confirmation of correctness, truth or authenticity by a document.

27. Execute means:

- A. A specific document giving legal instructions
- B. Making or completing a signature
- C. "That is to say," or "namely"
- D. None of the above

28. A deposition is:

- A. Any document that can be notarized
- B. Transcript of oral testimony of a witness, taken out of court but under oath
- C. Confirmation of correctness, truth or authenticity by affidavit or oath
- D. None of the above

29. When dealing with a venue on an acknowledgement, what should a notary list in blank (1)?

State of Arkansas

County of _____(1)_____

- A. The county in which the notary is commissioned
- B. The county which the document is from
- C. The county which the signer is from
- D. The county in which the notary is standing

30. When completing the portion of the acknowledgement below, what should a notary list in blank (1)?

Subscribed and sworn to before me, the undersigned Notary Public within and for the State of Arkansas and County of (1), this ____ day of _____, _____.

Notary Public

- A. The county in which the notary is commissioned
- B. The county which the document is from
- C. The county which the signer is from
- D. The county in which the notary is standing

Answers

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|------|-------|-------|-------|
| 1. C | 9. B | 17. A | 25. C |
| 2. B | 10. A | 18. A | 26. A |
| 3. C | 11. B | 19. B | 27. B |
| 4. B | 12. A | 20. B | 28. B |
| 5. E | 13. F | 21. B | 29. D |
| 6. C | 14. A | 22. A | 30. A |
| 7. C | 15. B | 23. B | |
| 8. D | 16. A | 24. C | |