

Georgia Notary Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	15

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. If a notary participates in a criminal conspiracy and faces multiple convictions, what is the penalty on the third or subsequent conviction?**
 - A. Misdemeanor**
 - B. Felony**
 - C. Administrative penalty**
 - D. Suspended license**

- 2. A notary public may not refuse to notarize a document based on which of the following?**
 - A. Race**
 - B. The document's length**
 - C. The signer's occupation**
 - D. The time of day**

- 3. During that period, which officials had the right to appoint notaries?**
 - A. Governors and chief executives**
 - B. Mayors**
 - C. County clerks**
 - D. Secretaries of state**

- 4. Which of the following is NOT required for an acceptable Identification Card?**
 - A. Issued by state or federal government.**
 - B. Must be issued within the last year.**
 - C. Contains the signer's photograph and signature.**
 - D. Contains a physical description of the signer.**

- 5. Which is one of the three acceptable forms of identification?**
 - A. Personal knowledge.**
 - B. A handwritten note from the signer.**
 - C. A witness statement.**
 - D. A social media profile.**

- 6. Notary seal ownership—who carries the seal?**
- A. The notary owns the seal and travels with them**
 - B. The seal belongs to the notary's employer**
 - C. The seal is owned by the state**
 - D. The seal travels with the notary regardless of who paid for it**
- 7. Failure to post a schedule of fees could result in which penalties?**
- A. Administrative penalties**
 - B. Criminal penalties**
 - C. Civil penalties**
 - D. None**
- 8. Within how many days must you send a written notice of seal loss to the Clerk of S.C. and copy to the GA S.C.C.C.A.?**
- A. 5 days**
 - B. 60 days**
 - C. 10 days**
 - D. 30 days**
- 9. During the 17th century, which colonies appointed notaries?**
- A. Massachusetts, New York, and Virginia**
 - B. Georgia, South Carolina, and New Jersey**
 - C. Maryland, Delaware, and Pennsylvania**
 - D. Connecticut, New Hampshire, and Maine**
- 10. When executing your duties, you must adhere to**
- A. the requirements of the Georgia Notary Laws and ensure that all required elements of a proper notarization are satisfied**
 - B. the personal rules of your office**
 - C. federal regulations only**
 - D. local customs**

Answers

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1. B
2. A
3. A
4. B
5. A
6. D
7. B
8. C
9. A
10. A

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Explanations

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1. If a notary participates in a criminal conspiracy and faces multiple convictions, what is the penalty on the third or subsequent conviction?

- A. Misdemeanor
- B. Felony**
- C. Administrative penalty
- D. Suspended license

When repeated offenses raise the severity level, a third or subsequent conviction for a crime involving a notary jeopardizes public trust enough to be treated as a felony. This reflects how Georgia law escalates penalties for ongoing criminal conduct, especially in roles that require honesty and accuracy like a notary. As a felony, the offense can bring prison time and substantial fines, and it commonly leads to serious administrative consequences such as revocation of the notary commission. The other outcomes—like a misdemeanor classification or purely administrative penalties such as a suspension—do not apply to a third or later conviction, because the law classifies continued criminal behavior as a felony.

2. A notary public may not refuse to notarize a document based on which of the following?

- A. Race**
- B. The document's length
- C. The signer's occupation
- D. The time of day

Notaries must perform notarizations impartially for every signer who properly identifies themselves and complies with the requirements. Discrimination based on race is not allowed and has no bearing on whether you can notarize a document. The notary's job is to verify identity, witness the signing, and ensure the signer understands the instrument, not to judge or refuse based on protected characteristics. The length of the document, the signer's occupation, or the time of day do not justify refusal, provided the signer can be identified, the signer appears before the notary, and the document is complete and proper. Legitimate reasons to refuse include issues like lack of acceptable identification, the signer not appearing, or evident fraud or illegality.

3. During that period, which officials had the right to appoint notaries?

A. Governors and chief executives

B. Mayors

C. County clerks

D. Secretaries of state

The authority to appoint notaries comes from the state's executive power, not from local offices. In that period, appointing notaries was vested in the Governor, the state's top executive, and sometimes other high-level chief executives, to keep the process centralized and consistent across the state. This centralized appointment helps ensure that anyone serving as a notary has been properly vetted and authorized to perform official duties statewide. Mayors operate within their cities and don't have statewide appointment authority. County clerks handle county-level records and administrative tasks rather than appointing state-wide notaries. The Secretary of State, while responsible for administering and maintaining the roster of commissions, did not hold the appointment power in that period.

4. Which of the following is NOT required for an acceptable Identification Card?

A. Issued by state or federal government.

B. Must be issued within the last year.

C. Contains the signer's photograph and signature.

D. Contains a physical description of the signer.

Identity verification for a notarial act hinges on a card that is government-issued, currently valid, and provides reliable identifying details. A valid ID must come from a government source, show the signer's photograph and signature, and often include a physical description to aid confirmation. The issuance date being within the last year is not required; what matters is that the card is still valid at the time of the act. Therefore, the statement about needing an ID issued within the last year is not a requirement for an acceptable Identification Card.

5. Which is one of the three acceptable forms of identification?

A. Personal knowledge.

B. A handwritten note from the signer.

C. A witness statement.

D. A social media profile.

Establishing identity is central to a notary act. In Georgia, one of the acceptable ways to verify who is signing is personal knowledge—the notary can confirm the signer's identity based on their own familiarity with the person, without needing documents. This is why personal knowledge is the correct choice: it reflects a valid method recognized by notarial practice. The other common methods include using a government-issued photo ID or relying on credible identifying witnesses who personally know the signer and can attest to their identity. The options listed that aren't acceptable—handwritten notes, witness statements, or a social media profile—don't provide reliable, verifiable evidence of identity and aren't recognized forms of identification for notarial purposes.

6. Notary seal ownership—who carries the seal?

- A. The notary owns the seal and travels with them
- B. The seal belongs to the notary's employer
- C. The seal is owned by the state
- D. The seal travels with the notary regardless of who paid for it**

The notary seal is the official instrument that proves a notary's authority, so it must accompany the notary who performs acts. Even if an employer pays for the seal, its purpose and use are tied to the individual notary and their commission, not to the employer or the state. This arrangement keeps the seal under the notary's control during official duties, preventing misuse and ensuring accountability across different jobs or locations.

7. Failure to post a schedule of fees could result in which penalties?

- A. Administrative penalties
- B. Criminal penalties**
- C. Civil penalties
- D. None

Notaries must publicly post a schedule of fees so clients know the cost of notarial services. When this posting requirement isn't met, it's treated as a violation of Georgia's Notary Public laws, and those laws designate criminal penalties for such violations. That means the consequence could be charged as a criminal offense, typically a misdemeanor, rather than just an administrative sanction or a civil suit. Administrative penalties could apply for other misconduct, but the specific failure to post the fee schedule is categorized as a criminal violation. Civil penalties would involve damages from a private suit, which isn't the remedy for this rule violation.

8. Within how many days must you send a written notice of seal loss to the Clerk of S.C. and copy to the GA S.C.C.C.A.?

- A. 5 days
- B. 60 days
- C. 10 days**
- D. 30 days

Prompt reporting of a lost notary seal is required. In Georgia, you must send a written notice within ten days of discovering the loss to the Clerk of the Superior Court in the county where you are commissioned, and you must also send a copy to the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA). This swift notice helps prevent unauthorized use of the seal and keeps official records accurate. The notice should identify you (name and commission details), the date of discovery, and a description of the seal; include any steps you're taking to replace it and keep proof of mailing.

9. During the 17th century, which colonies appointed notaries?

- A. Massachusetts, New York, and Virginia**
- B. Georgia, South Carolina, and New Jersey**
- C. Maryland, Delaware, and Pennsylvania**
- D. Connecticut, New Hampshire, and Maine**

Notaries were part of the English legal tradition brought to the colonies to certify documents, witness signatures, administer oaths, and record instruments like deeds and wills. In the 17th century, some colonies established official notary offices to handle these duties as commerce and land transfers grew. Massachusetts, New York, and Virginia were among the colonies that appointed notaries during this period to support legal and commercial transactions. Other colonies either didn't set up formal notary offices yet or relied on different officials for attestations, and Georgia didn't exist yet. So the colonies that appointed notaries in the 17th century were Massachusetts, New York, and Virginia.

10. When executing your duties, you must adhere to

- A. the requirements of the Georgia Notary Laws and ensure that all required elements of a proper notarization are satisfied**
- B. the personal rules of your office**
- C. federal regulations only**
- D. local customs**

The key idea is that a Georgia notary's duties are defined by state law, and a proper notarization must meet all the statutory requirements. You must adhere to the Georgia Notary Laws and ensure every required element of the notarization is satisfied because that is what gives the act legal validity. This means verifying the signer's identity, confirming they understand the document and are signing willingly, choosing the correct notarial certificate (acknowledgment or jurat), signing and sealing the document with your official seal, and recording the necessary details such as date and location. If any element is missing or mishandled, the notarization can be invalid and could expose you to liability. Office personal rules or local customs do not replace the statutory requirements, and federal regulations govern federal notaries, not Georgia state notaries. Following Georgia Notary Laws and ensuring all elements are present is the safest, legally sound practice.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://georgianotary.examzify.com>

We wish you the very best on your exam journey. You've got this!

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