

GUAM NOTARY PRACTICE EXAM (SAMPLE)

STUDY GUIDE



**SAMPLE STUDY GUIDE
WITH LIMITED QUESTIONS**

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THE FULL VERSION STUDY GUIDE**

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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. Which authority can revoke a notary's commission?**
 - A. The local government office
 - B. The Attorney General
 - C. The state judiciary
 - D. The notary's employer
- 2. Which entity provides the forms for applying for a notarial commission?**
 - A. The Governor's office
 - B. The Attorney General
 - C. The Department of Labor
 - D. The Notary Association
- 3. Which of the following statements about public record inspection in Guam is correct?**
 - A. Only government officials may inspect records.
 - B. All public writings are available for inspection by any person.
 - C. Certified copies can only be obtained by attorneys.
 - D. Private individuals cannot request public records.
- 4. If a notary changes their name or address, what must they do?**
 - A. Notify the local authorities only
 - B. Update their personal records only
 - C. Notify the Office of the Governor of Guam
 - D. Inform clients of the changes
- 5. Which of the following is NOT a requirement for a notary who changes their name?**
 - A. Receiving confirmation from the Attorney General
 - B. Obtaining a new seal with the updated name
 - C. Publishing the name change in a local newspaper
 - D. Sending notice of the old and new name to the Attorney General

- 6. What action does a notary take upon resignation of their commission?**
- A. Return their seal to the state
 - B. Notify the Attorney General of the effective date of resignation
 - C. Publicly announce their resignation
 - D. Transfer their duties to another notary
- 7. What is the significance of the notary seal in Guam?**
- A. It is not necessary for notarization
 - B. It verifies the identity of the signer
 - C. It serves as a legal requirement for official documents
 - D. It guarantees the document's legality
- 8. How long is the term for which a notarial commission is valid on Guam?**
- A. 2 years
 - B. 3 years
 - C. 4 years
 - D. 5 years
- 9. What is the purpose of the Notary Public Revolving Fund?**
- A. To provide financial support for notary education
 - B. To consolidate all notary business expenses
 - C. To support the operational expenses of the notary program
 - D. To pay for court reporter services
- 10. What should be recorded in a notary's journal at the time of notarization?**
- A. The notary's commission number
 - B. The date and time of day of the notarial act
 - C. The payment method used for services
 - D. The notary's personal opinion on the act

Answers

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

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Explanations

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1. Which authority can revoke a notary's commission?

- A. The local government office
- B. The Attorney General**
- C. The state judiciary
- D. The notary's employer

The authority that can revoke a notary's commission is typically the Attorney General. This is because the Attorney General oversees the enforcement of notarial laws and ensures that notaries adhere to the legal standards set forth in their jurisdiction. The revocation process is often initiated if a notary public is found to be acting unethically or failing to comply with the state regulations governing notarial acts. In this context, even though the local government office, state judiciary, or a notary's employer may have roles related to notarial practices, they do not possess the authority to revoke a notary's commission. The local government office may be responsible for issuing commissions, while the state judiciary might be involved in judicial matters, but it is the Attorney General who holds the power to ensure compliance and take action when necessary. A notary's employer does not have any formal jurisdiction over a notary's commission and cannot independently revoke it.

2. Which entity provides the forms for applying for a notarial commission?

- A. The Governor's office
- B. The Attorney General**
- C. The Department of Labor
- D. The Notary Association

The correct response is the Attorney General, as this entity is responsible for overseeing notarial commissions in Guam. The Attorney General provides the necessary forms and guidelines for individuals seeking to apply for a notarial commission, ensuring that applicants meet the required qualifications and adhere to the standards established by law. The Attorney General's office plays a crucial role in regulating notaries, which includes setting the rules and procedures for application. This authority helps to maintain the integrity and efficacy of notarial services within the jurisdiction, offering guidance and ensuring that prospective notaries are informed about their responsibilities and the legal ramifications of their duties.

3. Which of the following statements about public record inspection in Guam is correct?

- A. Only government officials may inspect records.
- B. All public writings are available for inspection by any person.**
- C. Certified copies can only be obtained by attorneys.
- D. Private individuals cannot request public records.

The correct statement regarding public record inspection in Guam indicates that all public writings are available for inspection by any person. This principle is rooted in the idea of transparency and accountability, allowing citizens and residents to access records maintained by government entities. It promotes openness in governance, enabling individuals to gather information that may be of public interest, such as land records, court documents, or legislative materials. Access to public records is a fundamental right that applies to all individuals, not just a select group. This contrasts with the other options presented: government officials do not hold exclusive rights to inspect records, certified copies are often accessible to individuals beyond just attorneys, and private individuals do indeed have the right to request public records. Understanding this access is crucial for safeguarding democratic practices and encouraging civic engagement in Guam.

4. If a notary changes their name or address, what must they do?

- A. Notify the local authorities only
- B. Update their personal records only
- C. Notify the Office of the Governor of Guam**
- D. Inform clients of the changes

When a notary changes their name or address, it is essential for them to notify the Office of the Governor of Guam. This requirement ensures that all official records are current and accurate, which is crucial for maintaining the integrity of notarization services. The Office of the Governor oversees the commissioning of notaries, and keeping this office informed helps prevent any potential issues related to identification or service delivery. While informing clients of the changes may be good practice for effective communication and service, it is not a legal requirement. Similarly, updating personal records or notifying local authorities does not fulfill the obligation that directly pertains to the notarial commission as mandated by Guam law. This focus on official notification helps uphold the standards of accountability and transparency essential for notarial practices.

5. Which of the following is NOT a requirement for a notary who changes their name?

- A. Receiving confirmation from the Attorney General
- B. Obtaining a new seal with the updated name
- C. Publishing the name change in a local newspaper**
- D. Sending notice of the old and new name to the Attorney General

A notary who changes their name must adhere to specific requirements to ensure their official capacity remains valid and recognized. Receiving confirmation from the Attorney General and obtaining a new seal with the updated name are both essential steps in the process as they maintain the legal integrity and identification of the notary's official functions. Additionally, sending notice of both the old and new name to the Attorney General ensures that the state is informed of the notary's updated identity, which is vital for legal documentation and verification purposes. In contrast, publishing the name change in a local newspaper is not a requirement for notaries in Guam, making it the correct choice as the option that does not conform to the established requirements. Such a public announcement is not necessary for the recognition of the name change in the official capacity of the notary, focusing instead on the procedural updates needed directly with the Attorney General's office and through the seal amendment.

6. What action does a notary take upon resignation of their commission?

- A. Return their seal to the state
- B. Notify the Attorney General of the effective date of resignation**
- C. Publicly announce their resignation
- D. Transfer their duties to another notary

When a notary resigns their commission, it is essential to notify the appropriate regulatory body, in this case, the Attorney General, about the effective date of their resignation. This notification is vital for maintaining accurate records and ensuring that the notary's status is updated within official records to reflect that they are no longer authorized to perform notarial acts. This process helps prevent any potential misuse of the notary's seal or authority after they have stepped down. Returning their seal or publicly announcing the resignation may be protocols in certain contexts, but the main legal requirement that ensures proper documentation and accountability is the notification to the Attorney General. This action also protects the public from any confusion regarding the notary's ability to perform duties after resignation.

7. What is the significance of the notary seal in Guam?

- A. It is not necessary for notarization
- B. It verifies the identity of the signer
- C. It serves as a legal requirement for official documents**
- D. It guarantees the document's legality

The significance of the notary seal in Guam lies in its role as a legal requirement for official documents. In the notary practice, the seal authenticates the notary's presence and acknowledgment of the act of signing. It serves as a formal indication that the notary has followed the necessary procedures in witnessing the signing of a document. This requirement enhances the integrity and reliability of the notarization process. The notary seal also bestows a certain level of legitimacy and authority to the documents it is affixed to, signaling that the document has been properly executed according to the law. Therefore, the presence of a notary seal signifies compliance with legal standards and can be crucial in court proceedings or other situations that require verification of the document's authenticity. This understanding is essential, as it emphasizes the seal's importance beyond simply verifying identity or guaranteeing legality, showing that its primary role is to fulfill a legal requirement that confirms the proper notarization of documents.

8. How long is the term for which a notarial commission is valid on Guam?

- A. 2 years
- B. 3 years
- C. 4 years**
- D. 5 years

The term for which a notarial commission is valid on Guam is four years. This timeframe is established to ensure that notaries public maintain current knowledge of applicable laws and practices, as they are required to perform their duties with professionalism and accuracy. A four-year commission also allows for regular updates in training and development, ensuring notaries adhere to the evolving standards of the notarial practice. By having a defined commission period, the Guam notary system promotes accountability and integrity within the profession.

9. What is the purpose of the Notary Public Revolving Fund?

- A. To provide financial support for notary education
- B. To consolidate all notary business expenses
- C. To support the operational expenses of the notary program**
- D. To pay for court reporter services

The purpose of the Notary Public Revolving Fund is to support the operational expenses of the notary program. This fund is essential for maintaining the functions and responsibilities associated with notarial services, including the costs of managing the program, processing applications, and ensuring compliance with regulatory requirements. By providing financial resources for these operational needs, the fund helps ensure that the notary program runs smoothly and efficiently, allowing notaries to perform their duties effectively. This ensures that the integrity and reliability of notarial acts are maintained, which is crucial for legal and business transactions in Guam. Other activities, such as providing financial support for notary education or consolidating notary business expenses, while important, do not align with the primary focus of the revolving fund, which is more directly involved in the operational aspects of the program. Similarly, paying for court reporter services is not a function of the Notary Public Revolving Fund, as that falls under different areas of judicial or legal support rather than notarial operations.

10. What should be recorded in a notary's journal at the time of notarization?

- A. The notary's commission number
- B. The date and time of day of the notarial act**
- C. The payment method used for services
- D. The notary's personal opinion on the act

Recording the date and time of day of the notarial act in a notary's journal is essential for several reasons. This documentation serves as a formal record of when the notarial service was performed, which is crucial for establishing a timeline. It can help resolve any disputes regarding the validity of the notarization or the timing of the signing process. This information provides transparency and accountability, as well as legal protection for both the notary and the signers in the event of later inquiries or challenges. The other options, while they may have relevance in some contexts, do not hold the same level of importance as documenting the date and time. The notary's commission number is not typically required at the time of notarization; it may be referenced elsewhere but is not a part of the immediate documentation for each act. Payment methods and personal opinions, on the other hand, are not relevant to the formal record-keeping required of a notary and could introduce unnecessary personal bias or financial information into what should remain a neutral official record.

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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:

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

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