

# New York State Notary Practice Exam (Sample)

## Study Guide



**Everything you need from our exam experts!**

**Copyright © 2025 by Examzify - A Kaluba Technologies Inc. product.**

**ALL RIGHTS RESERVED.**

**No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.**

**Notice: Examzify makes every reasonable effort to obtain from reliable sources accurate, complete, and timely information about this product.**

**SAMPLE**

## **Questions**

SAMPLE

- 1. When is the Secretary of State required to verify educational qualifications for notary applicants?**
  - A. Always, without exceptions**
  - B. Only for applicants who are not attorneys**
  - C. Only if the applicant has never been a notary before**
  - D. It is optional for the Secretary of State**
- 2. Can a notary public charge a fee for their services?**
  - A. Yes, it is permitted**
  - B. No, it is prohibited**
  - C. Yes, but only if authorized by law**
  - D. Yes, but only with a contract**
- 3. By when must the secretary of state send the \$20 fee to the county clerk?**
  - A. End of the month**
  - B. 10th day of the following month**
  - C. Within 30 days**
  - D. Whenever possible**
- 4. Is a notary public responsible for knowing the identities of individuals signing documents?**
  - A. Yes, they are responsible**
  - B. No, not required to verify**
  - C. Only for financial documents**
  - D. Only for contracts**
- 5. What information is typically found on a notarial certificate?**
  - A. The social security number of the notarized parties**
  - B. Details of the transaction, date, and signatures**
  - C. The notary public's personal bank details**
  - D. A detailed account of the notary's fees**

- 6. What is a necessary condition for a notary public to perform their duties legally?**
- A. Possession of a valid notary public license**
  - B. Membership in a notary association**
  - C. Being a lawyer in New York State**
  - D. Having a bond of at least \$10,000**
- 7. What fee does the county clerk charge for reappointment applications?**
- A. \$40**
  - B. \$50**
  - C. \$60**
  - D. \$70**
- 8. What is the consequence for a notary public who ceases to have a place of business in New York State?**
- A. They maintain their commission**
  - B. They must reapply as a resident**
  - C. They vacate their office**
  - D. They can transfer their commission to another state**
- 9. Which of the following would be an example of an attestation?**
- A. A notary witnessing a document signing**
  - B. A loan agreement**
  - C. A personal statement**
  - D. A prenuptial agreement**
- 10. What should a notary do first when approached by a signer?**
- A. Ask for payment upfront**
  - B. Request the document to be notarized**
  - C. Confirm the identity and willingness of the signer**
  - D. Provide advice on legal matters related to the document**

## **Answers**

SAMPLE

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

**SAMPLE**

## **Explanations**

SAMPLE

**1. When is the Secretary of State required to verify educational qualifications for notary applicants?**

- A. Always, without exceptions**
- B. Only for applicants who are not attorneys**
- C. Only if the applicant has never been a notary before**
- D. It is optional for the Secretary of State**

The requirement that the Secretary of State verifies educational qualifications for notary applicants is specifically applicable to those who are not licensed attorneys. This distinction exists because attorneys are already required to meet rigorous educational and credentialing standards as part of their law practice. Therefore, verifying qualifications for not-lawyers ensures that all notary applicants have the necessary background and education to perform their duties effectively. The notion that this verification is only for non-attorneys underscores the state's emphasis on maintaining standards among individuals who may not have the same level of professional training as those in legal professions. As such, the other options do not align with this specific requirement and suggest broader or less targeted conditions than what is actually mandated by law.

**2. Can a notary public charge a fee for their services?**

- A. Yes, it is permitted**
- B. No, it is prohibited**
- C. Yes, but only if authorized by law**
- D. Yes, but only with a contract**

A notary public in New York State is permitted to charge a fee for their services, but this is contingent upon being authorized by law to do so. The law sets specific guidelines regarding the maximum fees that can be charged for certain notarial acts, and notaries must adhere to these regulations. This ensures that notary services remain accessible while also allowing notaries to receive compensation for their time and expertise. In contrast, the other options suggest either outright permission without the need for legal authorization or prohibitions against charging fees, which do not reflect the legal framework governing notaries. This understanding underscores the importance of adhering to legal guidelines when it comes to setting fees, which protects both the consumers of notary services and the notaries themselves.

**3. By when must the secretary of state send the \$20 fee to the county clerk?**

- A. End of the month**
- B. 10th day of the following month**
- C. Within 30 days**
- D. Whenever possible**

The required timeframe for the secretary of state to send the \$20 fee to the county clerk is indeed the 10th day of the following month. This timeline is set to ensure that the financial transactions related to notary fees are processed in a timely manner, maintaining accurate records and operations within the state's notary system. Submitting the payment by this date helps streamline the administrative process and ensures that clerks have the funds available when needed. Payment by the 10th of the following month reflects a consistent and organized approach to financial management that can be relied upon by all parties involved in the notary processes.

**4. Is a notary public responsible for knowing the identities of individuals signing documents?**

- A. Yes, they are responsible**
- B. No, not required to verify**
- C. Only for financial documents**
- D. Only for contracts**

A notary public is indeed responsible for knowing the identities of individuals who are signing documents. This responsibility is fundamental to the role of a notary, as they must ensure that the person signing a document is who they claim to be. This verification is typically accomplished through the presentation of valid identification, which is crucial for preventing fraud and ensuring the integrity of the notarization process. By confirming the identities of signers, notaries help uphold the trustworthiness of legal documents and transactions. This responsibility applies to all types of documents, not just those related to financial matters or contracts. Therefore, a thorough understanding of the identities of the individuals involved is essential for fulfilling the duties of a notary public effectively.

**5. What information is typically found on a notarial certificate?**

- A. The social security number of the notarized parties**
- B. Details of the transaction, date, and signatures**
- C. The notary public's personal bank details**
- D. A detailed account of the notary's fees**

A notarial certificate serves as formal documentation that a notary public has performed their duties in verifying the identity of the signers and the authenticity of the signature. The correct answer highlights critical components that are typically included within a notarial certificate. This certificate generally contains the details of the transaction, which may include the type of document being notarized, the date on which the notarization took place, and the signatures of both the notary and the individual(s) involved in the transaction. These elements provide necessary context and verification, ensuring that the notary has fulfilled their responsibilities and allowing for the identification of the specific act being notarized. In contrast, the other options present irrelevant or inappropriate information for a notarial certificate. The social security number of the parties is not disclosed in the certificate for privacy and security reasons. The notary's personal bank details are unrelated to their role during a notarization and pose confidentiality risks. A detailed account of the notary's fees may be pertinent for billing purposes but is not part of the notarial certificate itself. Overall, focusing on the essential details included in the notarial certificate is crucial for understanding the role and responsibilities of a notary public in New York State.

**6. What is a necessary condition for a notary public to perform their duties legally?**

- A. Possession of a valid notary public license**
- B. Membership in a notary association**
- C. Being a lawyer in New York State**
- D. Having a bond of at least \$10,000**

A necessary condition for a notary public to perform their duties legally is the possession of a valid notary public license. In New York State, individuals must apply to the appropriate authority, typically the Department of State, and successfully complete the application process, which includes meeting specific eligibility requirements. This license confirms that the notary has the legal authority to perform notarial acts, such as witnessing signatures, administering oaths, and certifying documents. While membership in a notary association could provide valuable resources and networking opportunities for a notary public, it is not a legal requirement to perform notarial duties. Similarly, being a lawyer is not a prerequisite for becoming a notary public in New York, as non-lawyers are also eligible to become notaries provided they meet the qualifications. Although having a bond is an important part of the process—typically required to protect the public from notary misconduct—it is not the primary condition for legally performing notarial duties. The most fundamental requirement remains holding a valid notary public license.

**7. What fee does the county clerk charge for reappointment applications?**

- A. \$40
- B. \$50
- C. \$60**
- D. \$70

The correct fee charged by the county clerk for reappointment applications is \$60. This fee is set by New York State regulations, which outline the costs associated with notary reappointments to ensure that notaries maintain their credentials and comply with state laws. Understanding the specifics of these fees is crucial for notaries as they plan to renew their commissions and remain compliant with the requirements of their role. It also helps notaries budget for their professional expenses related to their notary services.

**8. What is the consequence for a notary public who ceases to have a place of business in New York State?**

- A. They maintain their commission
- B. They must reapply as a resident
- C. They vacate their office**
- D. They can transfer their commission to another state

When a notary public in New York State ceases to have a place of business within the state, the correct consequence is that they vacate their office. In New York, a notary's commission is tied to their established place of business. If a notary no longer has a business address in the state, they are no longer able to perform notarial acts as a New York notary public. Maintaining a commission implies that the notary is still eligible to serve, but without an active place of business, this is not possible. The options that suggest maintaining the commission or transferring it to another state do not apply in this situation since the responsibilities and privileges associated with the notary's office are contingent upon their residency and business location in New York. Therefore, the requirement for a notary is clear: the office is vacated when the business premise is no longer valid.

**9. Which of the following would be an example of an attestation?**

- A. A notary witnessing a document signing**
- B. A loan agreement
- C. A personal statement
- D. A prenuptial agreement

The correct response focuses on the role of attestation in notarial acts. Attestation refers to the act of a notary public confirming that a document has been signed in their presence. In this context, when a notary witnesses a document signing, they are verifying the identity of the signer, ensuring that they are signing willingly, and then making a formal endorsement that serves to authenticate the document. This endorsement is what defines the act of attestation. The other options, while being legal documents, do not encompass the notarial act of attestation. A loan agreement, personal statement, and prenuptial agreement are all types of documents that can be signed, but they do not inherently involve the attestation process unless a notary is present to witness the signing and affirm it through their notarial act.

**10. What should a notary do first when approached by a signer?**

**A. Ask for payment upfront**

**B. Request the document to be notarized**

**C. Confirm the identity and willingness of the signer**

**D. Provide advice on legal matters related to the document**

The first action a notary should take when approached by a signer is to confirm the identity and willingness of the signer. This step is crucial to ensure that the notary performs their duties in compliance with legal and ethical standards. Verifying the signer's identity protects against issues of fraud and ensures that the document is signed willingly and without coercion. This process typically involves examining a valid form of identification, such as a driver's license or passport, which confirms that the person signing the document is indeed who they claim to be. In addition, ensuring the signer is willing to sign the document helps to maintain the integrity of the notarization process. A notary must be confident that the signer understands the nature of what they are signing and is doing so voluntarily. This helps build trust in the notarization process and upholds the legal validity of the transaction. Other actions, such as asking for payment upfront, may occur later but are not the first priority. Requesting the document to be notarized is a necessary step, but without confirming the signer's identity and willingness, the notarization could be compromised. Providing legal advice on matters related to the document is beyond the notary's role and can lead to unauthorized practice of law, which should be avoided. Therefore