

Ohio 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. If a notary believes a signer has been coerced, what should they do?**
 - A. Notarize the document anyway**
 - B. Bring in a second notary**
 - C. Refuse to notarize the document**
 - D. Document their concerns**
- 2. What is the primary purpose of the notarial seal?**
 - A. To look professional**
 - B. To ensure the document is true and accurate**
 - C. To authenticate the act of notarization**
 - D. To identify the notary by name**
- 3. What is required as part of the application procedure to become a Notary?**
 - A. Proof of legal practice**
 - B. Completion of a background check**
 - C. Attendance at a seminar**
 - D. Personal endorsement by a judge**
- 4. Within how many days does the Committee have to report approvals to one of the Judges of this Court?**
 - A. 7 days**
 - B. 10 days**
 - C. 14 days**
 - D. 30 days**
- 5. What action should a notary take if approached to notarize an expired document?**
 - A. Proceed with the notarization**
 - B. Consult with legal counsel**
 - C. Refuse to notarize the document**
 - D. Notarize it but advise against it**

- 6. Which method is NOT a way to verify the identity of the signer?**
- A. Personal Knowledge**
 - B. Satisfactory evidence**
 - C. Social media verification**
 - D. Documentation review**
- 7. Which of the following responsibilities is NOT part of a notary public's duties?**
- A. Administering oaths**
 - B. Conducting legal research**
 - C. Taking affidavits**
 - D. Witnessing signatures on documents**
- 8. What happens if a notary dishonestly or unfaithfully discharges any of the duties as a notary?**
- A. Removal from office and ineligible for reappointment to the office of notary public**
 - B. Forfeiture of not more than \$1000**
 - C. Suspension for a period of 6 months**
 - D. Probation for a year with supervision**
- 9. True / False: A person cannot take an oath without a religious affirmation.**
- A. True**
 - B. False**
- 10. Who needs to sign a lease?**
- A. The lessor**
 - B. The lessee**
 - C. Both the lessor and lessee**
 - D. A notary public**

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. If a notary believes a signer has been coerced, what should they do?

- A. Notarize the document anyway**
- B. Bring in a second notary**
- C. Refuse to notarize the document**
- D. Document their concerns**

The correct response in this situation is to refuse to notarize the document. A notary's responsibility is to ensure that the signer is acting voluntarily and understands the document they are signing. If there is any indication that the signer has been coerced, it compromises the validity of the notary's role and the integrity of the notarization process itself. Notarizing a document under coercion can leave the notary liable for any legal issues that arise from the notarized document later. The notary must protect their own ethical standards and the legal process by ensuring that all signers are doing so willingly and without undue influence. While documenting concerns may seem like a responsible action, it does not address the immediate requirement to ensure a voluntary and informed signing process. Bringing in a second notary does not mitigate the initial concern regarding coercion. Likewise, proceeding with the notarization regardless of suspicion of coercion would undermine the notary's duties and could lead to serious legal implications. Thus, the most appropriate action is to refuse to notarize the document.

2. What is the primary purpose of the notarial seal?

- A. To look professional**
- B. To ensure the document is true and accurate**
- C. To authenticate the act of notarization**
- D. To identify the notary by name**

The primary purpose of the notarial seal is to authenticate the act of notarization. The seal serves as a formal mark indicating that a notary has performed the necessary duties to verify the identity of the signers and attest to the signing of the document. This authentication process is vital because it provides assurance to third parties that the signatures on a document are valid, that the signers acted willingly, and that the document was executed in accordance with the law. While looking professional is certainly a benefit of using a notarial seal, it is not its primary purpose. Similarly, although ensuring a document is true and accurate is important, the seal's primary role is not to verify the content of the document itself but rather to confirm the legitimacy of the notarization process. Identifying the notary by name is a secondary aspect, but it also does not capture the essence of the seal's main function, which is centered on authentication.

3. What is required as part of the application procedure to become a Notary?

A. Proof of legal practice

B. Completion of a background check

C. Attendance at a seminar

D. Personal endorsement by a judge

The correct response highlights the importance of a background check as a critical component of the application process to become a notary in Ohio. This requirement is in place to ensure that candidates possess the necessary integrity and lack any disqualifying criminal history that would affect their ability to perform the duties of a notary public. The background check serves as a safeguard for the public, helping to maintain trust in the notarial system. Other options, while they may relate to various professional requirements in different fields, are not necessary for becoming a notary. Legal practice proof, attendance at a seminar, and personal endorsements by judges do not form part of the established process for notary application in Ohio. Thus, the background check is a significant requirement that ensures only qualified individuals are appointed as notaries, reflecting the commitment to ethical standards in the profession.

4. Within how many days does the Committee have to report approvals to one of the Judges of this Court?

A. 7 days

B. 10 days

C. 14 days

D. 30 days

The correct answer is seven days because the guidelines established for the reporting process by the Committee indicate that they must communicate their approvals within this specific timeframe. This prompt reporting ensures the timely administration of judicial responsibilities and upholds the efficient functioning of the court system. Adhering to a seven-day window maintains accountability and enables judges to act on the Committee's recommendations swiftly, which is important in legal proceedings. Looking at the other options, ten days, fourteen days, and thirty days extend beyond the set limit, which could lead to delays in the court process and hinder the timely administration of justice. Ensuring that reports are made promptly allows for a smoother workflow and better responsiveness within the judicial system.

5. What action should a notary take if approached to notarize an expired document?

- A. Proceed with the notarization**
- B. Consult with legal counsel**
- C. Refuse to notarize the document**
- D. Notarize it but advise against it**

The correct action for a notary when approached to notarize an expired document is to refuse to notarize the document. Notaries have a responsibility to ensure that all documents they notarize are valid and meet legal requirements. An expired document may not carry the intended legal weight or effect and notarizing it could lead to potential legal repercussions for both the notary and the individuals involved. By refusing to notarize an expired document, the notary upholds their ethical and legal obligations. This helps to prevent issues that could arise from endorsing a document that may no longer be valid, ensuring that all parties are protected from potential legal complications that might result from such an act. Consulting with legal counsel can sometimes be appropriate if a notary is unsure about a situation; however, the fundamental principle regarding expired documents is clear, making refusal the most straightforward and correct response. Proceeding to notarize it, or doing so while advising against it, would not align with the notary's duty to ensure that all documents are current and enforceable.

6. Which method is NOT a way to verify the identity of the signer?

- A. Personal Knowledge**
- B. Satisfactory evidence**
- C. Social media verification**
- D. Documentation review**

Social media verification is not considered a reliable method for verifying the identity of a signer in the context of notary practices. While social media can provide some information, it does not offer the level of security and reliability required for legal documents. Personal knowledge, satisfactory evidence, and documentation review are all recognized methods in notary practice. Personal knowledge refers to the notary being acquainted with the signer and being able to confirm their identity based on prior interactions. Satisfactory evidence involves using credible identification methods, such as official IDs, to establish identity clearly. Documentation review entails carefully examining government-issued identification that includes the signer's name, photograph, and signature. Each of these methods provides a solid foundation for ensuring that the individual before the notary is indeed who they claim to be, thus maintaining the integrity of the notarization process.

7. Which of the following responsibilities is NOT part of a notary public's duties?

A. Administering oaths

B. Conducting legal research

C. Taking affidavits

D. Witnessing signatures on documents

A notary public's primary responsibilities revolve around the execution of official duties that certify documents, administer oaths, and ensure the authenticity of signatures. Legal research is not a function of a notary's role, as their main objective is to act as an impartial witness to the signing of documents and to affirm the identity of the signers, rather than providing legal interpretations or conducting research related to the law. Administering oaths, taking affidavits, and witnessing signatures on documents are all essential tasks that notaries perform. Administering oaths involves the notary ensuring that an individual swears to the truthfulness of their declarations. Taking affidavits is an important duty wherein a notary protects the integrity of statements made under oath in writing. Witnessing signatures on documents ensures that the signers are who they claim to be and act voluntarily. Therefore, legal research falls outside the scope of a notary's designated duties, making it the correct answer.

8. What happens if a notary dishonestly or unfaithfully discharges any of the duties as a notary?

A. Removal from office and ineligible for reappointment to the office of notary public

B. Forfeiture of not more than \$1000

C. Suspension for a period of 6 months

D. Probation for a year with supervision

If a notary dishonestly or unfaithfully performs their duties, they may face removal from their position as a notary and become ineligible for reappointment. Options B, C, and D do not accurately address the consequences for a notary's dishonesty and are therefore incorrect. Forfeiture of a certain amount of money, suspension for a specific time, and probation with supervision are not mentioned as potential penalties for a notary's misconduct. This highlights the severity of their actions and explains why option A is the correct choice.

9. True / False: A person cannot take an oath without a religious affirmation.

A. True

B. False

A person can take an oath without a religious affirmation. This is because in many countries, secular affirmations are accepted by law as a valid substitute for religious oaths. This allows individuals of different religious beliefs or non-believers to still make a legally binding promise or commitment. Therefore, option A is incorrect.

10. Who needs to sign a lease?

- A. The lessor
- B. The lessee
- C. Both the lessor and lessee**
- D. A notary public

In a lease agreement, both the lessor and lessee need to sign to ensure that the contract is valid and enforceable. The lessor, who is the property owner or landlord, agrees to rent out the property under specific terms, while the lessee, or tenant, agrees to abide by those terms in exchange for the right to use the property. This mutual agreement creates a binding contract, and signatures from both parties are essential to confirm their consent to the lease's terms. Additionally, having both signatures protects each party's interests. The lessor secures assurance that the lessee will pay rent and respect the property, while the lessee gains the legal right to occupy the premises defined in the lease. Without signatures from both parties, the lease may be considered incomplete or unenforceable, leading to potential disputes or misunderstandings. Although a notary public plays a role in witnessing signatures to verify identities and provide an extra layer of authenticity, their involvement is not strictly required for the validity of the lease itself. Their purpose is to prevent fraud, but the primary requirement for a lease is mutual consent demonstrated through the signatures of both the lessor and the lessee.