

OHIO NOTARY PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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. Are employees allowed to notarize documents for their employers?**
 - A. Yes, under any circumstance
 - B. No, this is prohibited
 - C. Yes, as long as they do not benefit from the transaction
 - D. Only if the employer asks them to
- 2. What is checked for completeness when reviewing a document for notarization?**
 - A. Notary's signature
 - B. Correctness of notarization fees
 - C. Whether the document is fully filled out
 - D. The presence of witnesses
- 3. For how long should a notary keep their journal after the last entry?**
 - A. 5 years
 - B. 7 years
 - C. 10 years
 - D. Indefinitely
- 4. Whom must a notary notify if changing his/her address?**
 - A. The Notary Commission Clerk in Columbus, Ohio and, if moving out of county, the Clerk of Courts in the new county
 - B. The local post office only
 - C. The state governor
 - D. No notification is required
- 5. When is it appropriate for a notary to use a seal?**
 - A. Any time they feel it is necessary
 - B. Only when notarizing a property deed
 - C. When required by the state laws
 - D. During any sworn statement

- 6. What is entered into the official register (journal)?**
- A. Personal notes
 - B. A copy of every certificate of protest and copy of note
 - C. Daily activities
 - D. Travel expenses
- 7. The affidavit must be signed in the presence of which official?**
- A. Lawyer
 - B. Judge
 - C. Notary
 - D. Police Officer
- 8. In Ohio, which document often requires the involvement of a notary?**
- A. A verbal agreement
 - B. A signed contract
 - C. A bank loan document
 - D. A personal letter
- 9. Can notary certificates be pre-printed or must they be attached separately?**
- A. They must be attached separately
 - B. They can be pre-printed or attached separately
 - C. They must be completed in handwriting
 - D. They cannot be pre-printed
- 10. Which of the following is NOT an acceptable form of identification?**
- A. Ohio DL or ID card
 - B. Expired Ohio ID Card
 - C. U.S. Passport
 - D. Foreign Passport without a USCIS stamp

Answers

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

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Explanations

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1. Are employees allowed to notarize documents for their employers?

- A. Yes, under any circumstance
- B. No, this is prohibited
- C. Yes, as long as they do not benefit from the transaction**
- D. Only if the employer asks them to

The correct response indicates that employees can notarize documents for their employers as long as they do not have a personal stake or benefit from the transaction. This is aligned with ethical guidelines for notaries, which emphasize the importance of impartiality and avoiding conflicts of interest. When a notary has no personal interest in the matter at hand, it helps maintain the integrity of the notarization process. For instance, if the notary can confirm that they're acting without any benefit, the notarization is valid and maintains public trust in the notarial process. Other choices do not appropriately address the ethical considerations that govern notarization. The assertion that notarizations can happen without any restrictions is too broad, while stating that it's entirely prohibited overlooks situations where no conflicts exist. Additionally, suggesting that an employer's request alone is sufficient ignores the critical aspect of potential benefits to the notary.

2. What is checked for completeness when reviewing a document for notarization?

- A. Notary's signature
- B. Correctness of notarization fees
- C. Whether the document is fully filled out**
- D. The presence of witnesses

The correct answer is that the completeness of the document being notarized must be checked. A notary public is responsible for ensuring that all necessary parts of the document are filled out before proceeding with the notarization process. This includes confirming that all required signatures, dates, and any other pertinent information are present. If the document is not fully completed, it could lead to issues regarding its validity or enforceability later on. While the presence of the notary's signature, correctness of notarization fees, and the presence of witnesses are important aspects of the notarization process, they do not address the primary requirement of ensuring the document itself is complete. The notary's signature verifies the act of notarization, notarization fees pertain to the cost of the service, and witnesses may be required for certain documents but do not pertain directly to the overall completeness of the document in question. Thus, focusing on whether the document is fully filled out is essential for proper notarization.

3. For how long should a notary keep their journal after the last entry?

- A. 5 years
- B. 7 years
- C. 10 years**
- D. Indefinitely

The correct duration for a notary to keep their journal after the last entry is 10 years. This requirement is established to ensure that the notary maintains a thorough and accessible record of their notarizations. Keeping the journal for this length of time allows for the possibility of addressing any legal issues, disputes, or verification needs that may arise long after the notarizations have occurred. While some might think that retaining the journal indefinitely ensures robust record-keeping, the specific timeframe of 10 years provides a balanced approach, allowing notaries to comply with regulations while also managing their records effectively. This regulation aligns with practices that promote accountability and proper documentation in notarial functions, ensuring that notaries are prepared to respond to any inquiries regarding their past activities during the retained period.

4. Whom must a notary notify if changing his/her address?

- A. The Notary Commission Clerk in Columbus, Ohio and, if moving out of county, the Clerk of Courts in the new county
- B. The local post office only
- C. The state governor
- D. No notification is required

A notary must notify the Notary Commission Clerk in Columbus, Ohio and the Clerk of Courts in the new county if they change their address. This is because the Notary Commission Clerk is responsible for maintaining the records of all notaries in the state, and the Clerk of Courts in the new county needs to update their records to reflect the notary's new location. Additionally, a notary is required to update their official certificate of appointment with their new address. Option B is incorrect because simply notifying the post office is not sufficient and can result in a notary not receiving important correspondence related to their commission. Option C is incorrect because the state governor does not need to be notified of a notary's change of address. Option D is incorrect because notaries are required by law to notify the appropriate authorities of any changes to their address.

5. When is it appropriate for a notary to use a seal?

- A. Any time they feel it is necessary
- B. Only when notarizing a property deed
- C. When required by the state laws
- D. During any sworn statement

Using a seal is a crucial aspect of a notary's responsibilities, and it is primarily dictated by state laws. In Ohio, for example, the law requires notaries to use their official seal when performing notarial acts. This ensures authenticity and provides a level of assurance regarding the validity of the notarial act. The requirement for a seal is specific and serves various notarial acts, not just limited to property deeds or sworn statements, which is why it is essential to follow the state regulations. Adhering to these guidelines helps maintain the integrity of the notarization process and protects all parties involved. Therefore, understanding the legal framework that defines when a seal should be used is vital for a notary's practice.

6. What is entered into the official register (journal)?

- A. Personal notes
- B. A copy of every certificate of protest and copy of note
- C. Daily activities
- D. Travel expenses

The official register (journal) is a record of important transactions and events within an organization. The purpose of this document is to provide an accurate and legal history of these occurrences. Personal notes (A) would not be included in the official register as they are not considered official records. Daily activities (C) may be noted in the journal, but only the most critical or significant events would be entered. Travel expenses (D) also would not be recorded in the register, as they pertain to personal expenses and not official transactions. Therefore, the only option that accurately reflects what is entered into the official register is B, which includes copies of certificates of protest and other significant notes.

7. The affidavit must be signed in the presence of which official?

- A. Lawyer
- B. Judge
- C. Notary**
- D. Police Officer

An affidavit is a type of legal document that requires the signature of an official witness to make it valid. While lawyers and judges are considered legal professionals, they are not necessarily authorized to serve as a witness for the signing of an affidavit. On the other hand, a notary public is a public official who is authorized to witness and authenticate documents and signatures, including affidavits. This makes option C the correct answer. Additionally, police officers are not authorized to serve as a witness for the signing of an affidavit unless they are also a notary public.

8. In Ohio, which document often requires the involvement of a notary?

- A. A verbal agreement
- B. A signed contract
- C. A bank loan document**
- D. A personal letter

The involvement of a notary is particularly essential for documents like bank loan documents because these agreements often require verification of the signer's identity and the authenticity of the signatures. Notaries play a crucial role in preventing fraud and ensuring that the parties involved are who they claim to be. While a signed contract may also require notarization, it varies depending on the type and context of the contract. In contrast, verbal agreements and personal letters typically do not require notarization as they do not involve formal legal verification or substantial financial stakes that necessitate protection through notarial services. Thus, bank loan documents consistently necessitate notarial involvement to facilitate legal and financial protection.

9. Can notary certificates be pre-printed or must they be attached separately?

- A. They must be attached separately
- B. They can be pre-printed or attached separately**
- C. They must be completed in handwriting
- D. They cannot be pre-printed

The correct answer indicates that notary certificates can indeed be either pre-printed or attached separately. This flexibility is important because it allows notaries to organize their documents in a way that suits their workflow and meets the needs of the parties involved. Pre-printing certificates can save time and improve efficiency, especially in situations where a notary frequently performs similar types of notarizations. It ensures that the essential information is readily available, allowing the notary to fill in specific details more quickly. On the other hand, attaching certificates separately is also valid, particularly if the notary prefers to customize the certificate based on the particular transaction or document. This approach can be helpful when dealing with diverse notarization requirements or different types of documents. Other answer choices provide either restrictions that are not in line with Ohio notary laws or suggest a method that limits the notary's operational efficiency. Thus, understanding that both pre-printed and attached certificates are acceptable methods aligns with the practical needs of notaries in fulfilling their duties.

10. Which of the following is NOT an acceptable form of identification?

- A. Ohio DL or ID card
- B. Expired Ohio ID Card
- C. U.S. Passport
- D. Foreign Passport without a USCIS stamp**

The correct answer identifies an unacceptable form of identification as a foreign passport without a USCIS stamp. In Ohio, for identification to be valid for notary services, it must clearly establish the identity of the individual and include essential details such as their name and photograph. A foreign passport without the USCIS stamp does not provide assurance of the individual's legal status in the United States, which is critical for the notary's role in confirming identity. In contrast, an Ohio driver's license or ID card and a U.S. passport are both valid forms of identification as they are issued by recognized authorities and include necessary identification features. An expired Ohio ID card may not be ideal, but under certain conditions, it may still be accepted as it can establish prior identity. However, for a foreign passport lacking proper immigration enforcement verification through a USCIS stamp, it fails to meet the requirements for acceptable identification in the context of notarial acts.

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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:

<https://ohionotary.examzify.com>

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

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