

Pennsylvania Notary Public Practice Exam (Sample)

Study Guide



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SAMPLE

Questions

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- 1. How much notice is required for bond cancellation?**
 - A. 15 days**
 - B. 30 days**
 - C. 45 days**
 - D. 60 days**
- 2. When should a Notary Public refuse to notarize a document?**
 - A. When requested by a friend**
 - B. When the signer appears confused or pressured**
 - C. When the document is lengthy**
 - D. When there's a fee involved**
- 3. Is a Pennsylvania Notary required to maintain a journal of their activities?**
 - A. No, it is optional**
 - B. Yes, they are required to maintain a notary journal for record-keeping**
 - C. Yes, only for certain documents**
 - D. No, they can use electronic records instead**
- 4. According to RULONA, what is the minimum amount for a surety bond that an applicant must obtain?**
 - A. \$5,000**
 - B. \$10,000**
 - C. \$15,000**
 - D. \$20,000**
- 5. For what service is a notary permitted to charge a fee of \$2?**
 - A. Taking acknowledgments**
 - B. Witnessing a signature**
 - C. Administering an oath**
 - D. Preparing notarial certificates**

- 6. Are there any restrictions on the types of documents that can be notarized?**
- A. No, any document can be notarized**
 - B. Yes, especially if required documents are illegal or fraudulent**
 - C. Only documents pertaining to real estate**
 - D. Yes, but only for government-issued documents**
- 7. What must happen to the stamp upon the death of a Notary?**
- A. It should be returned to state**
 - B. It should be kept by family**
 - C. It should be disabled**
 - D. It should remain active**
- 8. In Pennsylvania, what should a Notary do if they change their address?**
- A. Notify the Department of State within 30 days.**
 - B. Update their website profile.**
 - C. Inform their clients about the change.**
 - D. No action is required.**
- 9. What must be done when notarizing a document that requires a second signature?**
- A. Both signatures must be witnessed together**
 - B. Each signature must be witnessed separately with proper identification**
 - C. Only one signature needs to be witnessed**
 - D. Witnessing is not required for any signatures**
- 10. How should tangible journals be structured?**
- A. Loose-leaf pages**
 - B. Bound with numbered pages**
 - C. Unbound and free-form**
 - D. Spiral-bound with blank pages**

Answers

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

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Explanations

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1. How much notice is required for bond cancellation?

- A. 15 days
- B. 30 days**
- C. 45 days
- D. 60 days

The correct answer is that a 30-day notice is required for bond cancellation. This is significant because it aligns with the regulations set forth for notaries in Pennsylvania, ensuring that the notary has adequate time to address the cancellation before it takes effect. A 30-day notice period is typical in many legal and formal settings, allowing for a transition period where the notary may seek to renew their bond or take other necessary actions. The notice period is important because it provides a safeguard for both the notary and individuals relying on the notary's services, allowing all parties involved to prepare for the changes that will occur as a result of the bond cancellation. This regulation helps maintain smooth operations within the realm of notarial duties.

2. When should a Notary Public refuse to notarize a document?

- A. When requested by a friend
- B. When the signer appears confused or pressured**
- C. When the document is lengthy
- D. When there's a fee involved

A Notary Public should refuse to notarize a document when the signer appears confused or pressured. This is essential because the primary role of a notary is to ensure that the signer is acting voluntarily and has a clear understanding of the document they are signing. If a signer seems confused, it raises concerns about their ability to comprehend the implications of their signature. Similarly, if the individual appears to be under duress or pressure, this could compromise the validity of their consent, and notarization would not be appropriate. It's vital for notaries to uphold ethical standards and to ensure that the transaction is conducted in a fair and informed manner, as any doubts regarding the signer's awareness or willingness could lead to disputes or legal issues in the future. In contrast, being requested by a friend does not automatically warrant a refusal as long as the friend meets all other criteria set by law. The length of a document does not affect the notary's duty to notarize, provided that all signing conditions are met. Lastly, the presence of a fee is customary in many notarial acts and does not constitute a reason to refuse notarization. It's crucial for notaries to maintain professionalism and adhere strictly to the conditions under which notarization is valid, focusing on the signer's

3. Is a Pennsylvania Notary required to maintain a journal of their activities?

A. No, it is optional

B. Yes, they are required to maintain a notary journal for record-keeping

C. Yes, only for certain documents

D. No, they can use electronic records instead

In Pennsylvania, a notary public is indeed required to maintain a notary journal for record-keeping purposes. This journal serves as an official record of notarial acts performed, which is crucial for accountability and transparency. Maintaining a journal helps protect the notary and the individuals they serve by providing documentation that can be referenced in case of disputes or questions regarding notarizations. The notarial journal should include specific information about each transaction, such as the date and time of the notarial act, the details of the document being notarized, the identification of the signer, and any other relevant details. This requirement aligns with best practices in notarial law and serves to bolster the integrity of the notarization process in Pennsylvania. Having a journal is not optional but rather a mandated aspect of a notary public's responsibilities in the state. While electronic records could be utilized in other contexts, they do not replace the necessity of having a physical journal as stipulated by Pennsylvania law for notarial activities.

4. According to RULONA, what is the minimum amount for a surety bond that an applicant must obtain?

A. \$5,000

B. \$10,000

C. \$15,000

D. \$20,000

The correct minimum amount for a surety bond that an applicant must obtain according to the Revised Uniform Law on Notarial Acts (RULONA) in Pennsylvania is indeed \$10,000. This requirement is in place to ensure that notaries are financially accountable for their actions while performing notarial acts, providing a measure of protection to the public against potential negligence or misconduct. The surety bond serves as a guarantee that the notary will comply with the laws and regulations governing notarial practices, and it provides a source of compensation for individuals who might be harmed by improper actions of the notary. The amount specified is intended to strike a balance between providing adequate protection for the public while being manageable for the notary. In contrast, amounts such as \$5,000, \$15,000, or \$20,000 do not meet the legal standards established by RULONA for the surety bond, thus reinforcing the necessity of adhering to the stipulated \$10,000 minimum.

5. For what service is a notary permitted to charge a fee of \$2?

- A. Taking acknowledgments**
- B. Witnessing a signature**
- C. Administering an oath**
- D. Preparing notarial certificates**

Notaries in Pennsylvania are permitted to charge a fee for various services they provide, as outlined by state regulations. The correct choice indicates that for administering an oath, a notary can charge a fee of \$2. This service involves the notary officially witnessing someone take an oath, which is crucial in many legal and formal contexts, ensuring that the person is making a sincere commitment to tell the truth or fulfill a duty. The other options pertain to different notarial acts. Taking acknowledgments and witnessing signatures are services that notaries perform, but they are usually associated with higher fees than the \$2 specified. Preparing notarial certificates is also a task performed by notaries, but it is not explicitly designated a fee of \$2 under the Pennsylvania rules, as this may relate more to the specifics of the document being notarized rather than a flat fee schedule for notarial acts. Thus, administering an oath is uniquely identified with the \$2 fee stipulation in this context.

6. Are there any restrictions on the types of documents that can be notarized?

- A. No, any document can be notarized**
- B. Yes, especially if required documents are illegal or fraudulent**
- C. Only documents pertaining to real estate**
- D. Yes, but only for government-issued documents**

The correct answer indicates that there are indeed restrictions on the types of documents that can be notarized, specifically highlighting that documents that are illegal or fraudulent cannot be notarized. This principle is fundamental to the role of a notary public, which is to serve as an impartial witness to the signing of documents and to help ensure that the transactions are legitimate and in good faith. Notaries have a duty to refuse to notarize any document that they know or have reason to believe is associated with illegal activity or is intended for fraudulent purposes. This is essential for maintaining the integrity of notarization as a trusted process. Therefore, if a document is clearly illegal or involves deception, notarizing it would not only be unethical but could also have legal repercussions for the notary. In contrast, the other options misrepresent the nature of notarization. The assertion that any document can be notarized overlooks this ethical obligation, while stating that only real estate documents or only government-issued documents are restricted misguides the understanding of a notary's responsibilities and the broad scope of documents that can be considered for notarization, barring those that are illegal or fraudulent.

7. What must happen to the stamp upon the death of a Notary?

- A. It should be returned to state**
- B. It should be kept by family**
- C. It should be disabled**
- D. It should remain active**

The correct action regarding a Notary's stamp upon their death is that it should be disabled. This is essential to prevent any unauthorized use of the stamp after the Notary's passing. The stamp represents a person's official capacity to notarize documents, and maintaining its security ensures that it cannot be misused by others. Disabling the stamp ensures that all notarizations performed by the deceased Notary are rendered void, protecting the integrity of the notarization process and preventing potential fraud. The act of disabling the stamp is a critical procedure that upholds public trust in notarial acts and the legal system as a whole. While the option of keeping the stamp by family may seem reasonable at first, it can lead to significant legal complications and possible misuse, which is why the emphasis is placed on disabling it rather than any form of retention or activity. Additionally, returning the stamp to the state is not standard practice, and keeping it active would pose security risks. Therefore, the action of disabling the stamp after a Notary's death is vital for upholding notarial integrity and authority.

8. In Pennsylvania, what should a Notary do if they change their address?

- A. Notify the Department of State within 30 days.**
- B. Update their website profile.**
- C. Inform their clients about the change.**
- D. No action is required.**

In Pennsylvania, a Notary Public is required to notify the Department of State within 30 days of any change in their address. This obligation ensures that the state maintains accurate and up-to-date records of notaries, which is essential for legal and administrative purposes. Failing to notify the Department can lead to complications, such as delays in processing notarial acts or issues with the notary's commission. While informing clients about the change and updating a website profile may be good practices for maintaining professional relationships and transparency, they do not fulfill the official requirement set by the state. Additionally, stating that no action is required is incorrect, as notaries have a legal responsibility to keep their information current with the Department of State. Thus, notifying the department within the specified time frame is the correct and necessary course of action.

9. What must be done when notarizing a document that requires a second signature?
- A. Both signatures must be witnessed together
 - B. Each signature must be witnessed separately with proper identification**
 - C. Only one signature needs to be witnessed
 - D. Witnessing is not required for any signatures

When notarizing a document that requires a second signature, each signature must be witnessed separately with proper identification. This is essential because notarization serves to verify the identity of the signers and their intent to sign the document willingly. By witnessing each signature separately, the notary can ensure that both parties are who they claim to be and that they understand the content of the document they are signing. Proper identification is crucial in this process to prevent fraud and protect the integrity of the notarization. The requirement for separate witnessing is particularly important in scenarios where the document has significant legal implications, such as contracts or legal agreements, ensuring that each party's commitment is duly acknowledged and recorded. This approach maintains the effectiveness of the notarization process by confirming the authenticity of each signature and the agreement of all involved parties.

10. How should tangible journals be structured?
- A. Loose-leaf pages
 - B. Bound with numbered pages**
 - C. Unbound and free-form
 - D. Spiral-bound with blank pages

The correct structure for tangible journals used by notaries is to have them bound with numbered pages. This format enhances the integrity and security of the records, ensuring that each entry is recorded in a sequential manner and cannot be easily altered or removed. Numbered pages promote accountability and make it easier to track and reference specific entries, which is crucial for legal documentation and compliance with notary regulations. While loose-leaf pages or unbound formats offer flexibility, they pose a risk of pages being lost, rearranged, or tampered with, which could compromise the reliability of the journal. Spiral-bound journals, despite being visually appealing, may also lack the necessary security protocols required for notarial records. Therefore, a bound journal with numbered pages is the most suitable option for maintaining accurate and trustworthy records.