

PENNSYLVANIA NOTARY EXAMINATION CONTENT OUTLINE

30 total items (25 scored items; 5 pretest items)

I. Obtaining Notary Commission [4]

- A. Purchase a \$25,000 surety bond in order to protect customer from financial loss.
- B. Take the oath of office before the recorder of deeds within 45 days of appointment.
- C. Provide official signature at prothonotary office or the recorder of deeds office within 45 days of appointment so that acts of the notary can be authenticated.
- D. Obtain an official stamping device that meets the requirements of the law in order to authenticate notarial acts performed.
- E. Obtain a journal in order to create a public record for every notarial act performed.

II. Performing Notarial Acts (Paper-based, Electronically, or Remotely) [18]

- A. Ensure the customer appears physically or remotely before the notary, properly identify the person, and assess comprehension and willingness in order to protect against fraud.
- B. Examine the document to be notarized to assess document completeness, determine the named signer, and assess if the notarial certificate is present and sufficient.
- C. Advise the customer of any fees for the notarial act and provide itemized receipts.
- D. Contemporaneously record all required information for the notarial act in the journal to create a chronological compliant public record.
- E. Perform the requested notarial act in order to fulfill the customer's intended purpose.
- F. Complete, sign and affix the official stamp on the notarial certificate to evidence the notarial act.

III. Notary Commission Management and Compliance [3]

- A. Report any changes in the notary's information or status to the Pennsylvania Department of State within the specified time period in order to keep the Department informed.
- B. Keep the stamping device and journal in a secure location in order to maintain custody and control, and prevent loss or fraudulent use.
- C. Keep the mandatory surety bond in full force and effect in order to protect customer from financial loss.
- D. Recognize prohibited acts and grounds for disciplinary action.