

Pennsylvania Notary Public Practice Test

Based on the Revised Uniform Law on Notarial Acts (RULONA), 57 Pa.C.S. Chapter 3, current Pennsylvania Department of State requirements, and the topics identified in the Pennsylvania Notary Examination Content Outline.

This is an unofficial study aid. The questions below are original practice questions and are not actual Pennsylvania Notary Examination questions or questions provided by Pearson VUE or the Pennsylvania Department of State.

Try to answer all 10 questions before reviewing the answer key and explanations at the end. For more comprehensive preparation, enroll in the Notaries.com PA Notary 3-Hour Course.

Practice Questions

1. An applicant completed an approved three-hour Pennsylvania notary education course seven months ago. The applicant has never held a Pennsylvania notary commission. What must the applicant do before proceeding with a new application?

- A) Submit the existing course certificate because approved education remains valid for one year.
- B) Complete another approved three-hour course before applying.
- C) Apply first and complete the education requirement after passing the examination.
- D) Complete another course only if the applicant does not pass the examination on the first attempt.

2. A customer presents a record that she signed earlier that day. She appears before the notary, is properly identified, and states that she signed the record voluntarily for its stated purpose. The record calls for an acknowledgment. Which action is required?

- A) The customer must sign the record again in the notary's presence.
- B) The customer must swear or affirm that every statement in the record is true.
- C) The notary may take the customer's acknowledgment of the previously made signature.
- D) The notary must replace the acknowledgment with a verification on oath or affirmation.



3. A customer presents an apparently valid identification credential. The name matches the record, but the photograph and physical description create substantial doubt that the credential belongs to the customer. What should the notary do?

- A) Perform the notarial act because the credential appears valid and has not expired.
 - B) Require the customer to sign the journal before deciding whether identification is sufficient.
 - C) Obtain satisfactory evidence of identity before performing the notarial act.
 - D) Perform the notarial act and document the identification concern in the journal.
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4. A notary is asked to notarize a record transferring property to the notary's spouse. The notary has no ownership interest in the property and will receive only the permitted fee for the notarial act. What should the notary do?

- A) Perform the act because the notary has no personal ownership interest.
 - B) Perform the act because receipt of an authorized notarial fee is not a disqualifying interest.
 - C) Refuse to perform the act because the notary's spouse has a direct or pecuniary interest in the record.
 - D) Perform the act if the relationship is disclosed to all parties before notarization.
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5. A customer presents a complete record for notarization, but the record contains no notarial certificate. The customer does not know which type of notarial act is needed and asks the non-attorney notary to choose one. What is the most appropriate response?

- A) Select an acknowledgment because it is the most commonly used notarial act.
 - B) Select the certificate that appears most consistent with the purpose of the record.
 - C) Explain the differences between permitted notarial acts without deciding which legal act the customer requires.
 - D) Sign and stamp the record without a certificate because the customer personally appeared.
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6. A notary identifies a customer using a driver's license and prepares the required journal entry. Which practice is appropriate under current Pennsylvania requirements?

- A) Record the full driver's license number to create a complete record of identification.
 - B) Record the method used to identify the customer without entering prohibited personally identifiable information in full.
 - C) Make no reference to identification because identification information may never appear in a notary journal.
 - D) Photocopy the customer's driver's license and attach it to the journal entry instead of recording the method of identification.
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7. Before performing a notarial act, a notary tells the customer the fee for the notarization. After the act is completed, the notary records the transaction in the journal. Which additional practice is consistent with the notary's responsibilities?

- A) Charge any amount agreed to by the customer because notarial fees are determined by the notary.
 - B) Keep the fee below the maximum permitted for the notarial act and provide the required fee information or receipt.
 - C) Omit the fee from the journal if the notary provides the customer with a receipt.
 - D) Charge more than the permitted notarial fee when the notarization requires additional time.
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8. A commissioned Pennsylvania notary wants to perform a notarization for a customer appearing through live audio-video technology. The customer is physically located outside Pennsylvania. Which statement is correct?

- A) The act is prohibited because both the notary and customer must be physically located in Pennsylvania.
- B) A standard Pennsylvania commission automatically authorizes the notary to perform remote notarizations.



- C) The notary may perform the act only after satisfying Pennsylvania's requirements for remote notarization and while exercising the Pennsylvania commission from within the Commonwealth.
 - D) The act may be performed from any location as long as the record will ultimately be filed in Pennsylvania.
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9. During an appointment, a customer provides satisfactory identification but appears confused about the transaction. When questioned by the notary, the customer repeatedly looks to another person in the room for permission to answer and eventually says, "I don't really want to sign this." What should the notary do?

- A) Proceed because the customer has presented satisfactory identification.
 - B) Proceed if the other person confirms that the customer understands the transaction.
 - C) Refuse to perform the notarial act because there is reason to doubt the customer's comprehension or willingness.
 - D) Ask the other person to sign as a witness and then proceed.
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10. A notary discovers that the notary's official stamping device is missing. The notary has several appointments scheduled that afternoon. What is the most appropriate action?

- A) Borrow another Pennsylvania notary's stamping device until a replacement arrives.
- B) Create a temporary stamp containing the notary's name and commission expiration date.
- C) Take the required steps to report and address the missing stamping device and do not allow another person to use the notary's commission or stamp.
- D) Complete the notarial certificates by signature only and add the stamp later.

Answer Key & Explanations

- 1. **B** — Pennsylvania requires an applicant for initial appointment or reappointment to complete an approved three-hour notary education course within the six months immediately preceding the application. Because the applicant's course was completed seven months earlier, another qualifying course must be completed before applying.



2. **C** — For an acknowledgment, the individual must appear before the notary and acknowledge that the signature was made for the purpose stated in the record. The signature itself does not have to be made in the notary's presence. That differs from witnessing or attesting a signature, which requires the notary to observe the signing.
3. **C** — The notary must have satisfactory evidence of the identity of the individual appearing before the notary. Presentation of an identification credential does not require the notary to disregard reasonable doubts about whether it belongs to the person presenting it. The notary should obtain satisfactory evidence of identity before proceeding.
4. **C** — A Pennsylvania notary may not perform a notarial act involving a record in which the notary or the notary's spouse has a direct or pecuniary interest. The fact that the notary will receive only an authorized notarial fee does not eliminate the spouse's disqualifying interest in the transaction.
5. **C** — A completed notarial act must be evidenced by an appropriate notarial certificate. A notary may explain the differences among the notarial acts the notary is authorized to perform, but a non-attorney notary should not make a legal determination for the customer about which act the customer needs. The customer may need to obtain instructions from the document recipient or seek appropriate legal advice.
6. **B** — Pennsylvania requires the journal to contain information about the notarial act, including how the customer's identity was established. Current regulations also restrict the inclusion of certain personally identifiable information. A notary therefore should record the required identification information without entering prohibited information, such as a complete driver's license number.
7. **B** — Pennsylvania establishes maximum fees for specified notarial acts. The notary must comply with those limits and applicable disclosure and receipt requirements. Required information about the transaction must also be entered in the notary journal.
8. **C** — Pennsylvania permits remote notarization, but a regular notary commission alone does not automatically authorize a notary to perform one. The notary must satisfy Pennsylvania's requirements for electronic or remote notarization and use compliant technology and procedures. The remotely located customer may be outside Pennsylvania, but the Pennsylvania notary exercises the commission while located within the Commonwealth.
9. **C** — Proper identification alone is not enough. A notary must assess whether the individual appears competent and is acting knowingly and voluntarily. Statements or behavior suggesting confusion, coercion, or unwillingness provide a basis for refusing the notarial act.



- 10. C** — A notary must maintain custody and control of the official stamping device and take the required action if it is lost or stolen. The notary may not lend, borrow, or allow another person to use a notary stamping device or commission. A required official stamp also cannot simply be omitted and added later after the notarial act has been completed.

