Please circle one answer to each question and return the completed test.

OFFICE OF THE LIEUTENANT GOVERNOR
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1. **If there is no room on a document for a notary seal,**
   a) it may be affixed on a certificate attached to the document, called a "loose certificate."
   b) it may be affixed over the notary's signature.
   c) it may be affixed on the back of the document.
   d) it may be omitted.

2. **A notary should be guided above all, by requirements of**
   a) the employer who paid for the notary's commission.
   b) state law and regulation.
   c) customers and business clients.
   d) personal convenience.

3. **Alaskan notaries are commissioned by**
   a) the Clerk of the Court and have city-wide jurisdiction.
   b) the federal government and have state-wide jurisdiction.
   c) the state and have nation-wide jurisdiction.
   d) the lieutenant governor's office and have state-wide jurisdiction.

4. **A document presented to a notary for notarization should include**
   a) the signer's birth date.
   b) a notarial certificate.
   c) the notary's case number.
   d) none of the above.

5. **An oath or affirmation**
   a) is required by Alaskan statute for affidavits, depositions and other sworn statements.
   b) must be given in the notary's presence.
   c) may be given over the phone.
   d) both a and b.

6. **Identification of a signer should NOT be based solely on a**
   a) U.S. passport.
   b) non-driver's state ID card.
   c) Social Security card.
   d) military ID card.

7. **The most important factor in determining competence is the signer's ability to**
   a) communicate with the notary.
   b) write out a signature.
   c) see the notary.
   d) hear the notary.
8. Keeping a journal of notarial acts is
   a) not necessary.
   b) required by Alaskan Statute.
   c) not required by Alaskan Statute, but highly recommended.
   d) none of the above.

9. When completing a notarial act, an Alaskan notary may use
   a) an inking stamp.
   b) an embossed seal.
   c) no stamp is required.
   d) either a or b.

10. An apostille
    a) is issued by the lieutenant governor's office.
    b) must be completed and attached by the notary.
    c) may be issued by any county clerk.
    d) may be issued by some foreign consulates located in the U.S.

11. The act of notarization
    a) guarantees the truth of statements in a document.
    b) provides positive proof that a signature is genuine.
    c) guarantees the legality of a document.
    d) provides positive proof that a signer is honest.

12. A notary surety bond
    a) offers notaries no protection at all against lawsuits.
    b) protects notaries against all lawsuits.
    c) protects the public against loss resulting from wrongful notarial acts, whether intentional or unintentional.
    d) both a and c.

13. Notaries may
    a) advise use of a particular notarial certificate, but not supply it.
    b) not advise use of a notarial certificate, but type it as a courtesy.
    c) neither advise use of a notarial certificate, nor supply it upon request.
    d) advise use of a notarial certificate only if they are able to supply it.

14. Notaries may be liable to persons injured for the damages sustained on account of
    a) intentional misconduct only.
    b) unintentional misconduct only.
    c) misconduct or neglect of the notary.
    d) none of the above.

15. Notaries are authorized to
    a) fill out documents for others.
    b) explain documents to persons who cannot read.
    c) identify document signers.
    d) determine the type of notarial act needed.