

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

OFFICE OF THE LIEUTENANT GOVERNOR
PO BOX 110015
JUNEAU, ALASKA 99811-0015

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.