

# CONTENT OUTLINE

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## CONTENT OUTLINE — NOTARY

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

### I. Obtaining Notary Commission (4)

- A. Submit a Notary Public application along with evidence of course completion for approval by Pennsylvania Department of State and then pass the examination.
- B. Purchase a \$10,000 surety bond in order to protect customer from financial loss.
- C. Take the oath of office before the recorder of deeds and record that oath, bond, and commission within 45 days of appointment.
- D. Provide official signature at prothonotary office within 45 days of appointment so that acts of the notary can be authenticated.
- E. Obtain an official stamp that meets the requirements of the law in order to authenticate notarial acts performed.
- F. Obtain a journal in order to create a public record for every notarial act performed.

### II. Performing Notarial Acts (15)

- A. 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 or sufficient.
- C. Advise the customer of any fees for the notarial act.
- D. Record all relevant facts of the notarial act in the journal to create a 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. Managing Notary Commission (6)

- A. Report change in the notary's information to the Pennsylvania Department of State in order to keep the Department informed.
- B. Report change in the notary's status to the Pennsylvania Department of State in order to keep the Department informed.
- C. Keep the stamp and journal in a secure location in order to maintain custody and control, and prevent loss or fraudulent use.
- D. Keep the mandatory surety bond in full force and effect in order to protect customer from financial loss.