

FREE PRACTICE GUIDE

# Illinois

## Notary Public Exam Practice

25 Questions · Complete Answer Key

### What's Inside

- 25 multiple-choice questions across key exam topics
- Complete answer key with detailed explanations
- Covers commission rules, notarial acts, record keeping & more

*Based on Illinois notary statutes. Always confirm current requirements with your state's commissioning authority.*

# Practice Questions

Choose the best answer for each question. Check your answers in the Answer Key section at the end.

1 **To identify a signer using "Satisfactory Evidence," what is required?**

Medium

Notarial Acts

- A A driver's license only,
- B A credible witness or identifying documents,
- C The signer's verbal assurance,
- D A utility bill

2 **Is a Social Security Card acceptable identification?**

Easy

Notarial Acts

- A Yes,
- B No,
- C Yes if signed,
- D Yes with a birth certificate

3 **Two credible witnesses:**

Medium

Notarial Acts

- A Are not allowed,
- B Must be over 21,
- C Must be fingerprinted,
- D None of the above

4 **An oath is:**

Easy

Notarial Acts

- A An affirmation,
- B Never used,
- C A solemn spoken pledge,
- D a and c

5

**The most frequently completed form is:**

Easy

Notarial Acts

- A The acknowledgment,
- B Jurat,
- C Confidential marriage license,
- D Protest

6

**When notarizing a document containing an acknowledgment, the Notary:**

Easy

Notarial Acts

- A Must see the document signer sign before them,
- B May accept a document that has already been signed,
- C Must administer an oath,
- D Must take a copy of the acknowledgment

7

**Can a notary notarize a document in which they have a direct financial or beneficial interest?**

Easy

General Information

- A Yes if they disclose it,
- B No it is a conflict of interest,
- C Yes if no fee is charged,
- D Only for family members

8

**You are not automatically disqualified from doing a notarization when you are a:**

Medium

General Information

- A Lessor,
- B Vendee,
- C Real Estate Agent,
- D Grantor

9

**An acknowledgment is:**

Easy

Notarial Definitions

- A An oath,
- B A formal declaration before an authorized official confirming that a signature is authentic,
- C A protest,
- D A deposition

10

**Must a notary maintain a record book even if no fees are charged?**

Easy

Record Book

- A Yes the record book is required regardless,
- B No only if fees are charged,
- C Only for real estate documents,
- D Only for acknowledgments

11

**If a notary is convicted of a felony, what happens to their commission?**

Medium

Misconduct and Fines

- A Probation,
- B Fine only,
- C Revocation or Suspension,
- D Nothing if off-duty

12

**A notary public may NOT:**

Easy

Prohibited Acts

- A Perform acts constituting the practice of law,
- B Administer oaths,
- C Take acknowledgments,
- D Protest negotiable instruments

13

**Can a notary notarize a document if the signer is not physically present?**

Easy

Additional Topics

- A Yes if the signer calls on the phone,
- B No, the signer must personally appear,
- C Yes if a witness confirms identity,
- D Yes if the signer sent a text

14

**What is Remote Online Notarization (RON)?**

Easy

Remote Online Notarization

- A Notarizing a document and mailing it to the signer,
- B A notarization performed using audio-visual technology where the signer and notary are in different locations,
- C Notarizing via a phone call without video,
- D Sending a notarized copy by email

15

**What must a notary public do before performing their first official notarial act?**

Easy

Commission and Qualification

- A Purchase errors and omissions insurance,
- B Take an official oath of office,
- C Register their seal with the county recorder,
- D Complete a state-approved training course

16

**In addition to the notary's name, the seal must include:**

Easy

Notary Seal

- A The notary's home address,
- B The date the notary's commission expires,
- C The county where the notary resides,
- D The notary's employer name

17

**Can a notary seal be oval shaped?**

Easy

Notary Public Commission

- A Yes,
- B No it must be rectangular or circular,
- C Only if 2 inches wide,
- D Only for electronic notarization

18

**The required notice must be in letters of:**

Easy

Unauthorized Practice of Law

- A Any size,
- B A conspicuous size,
- C Microscopic print,
- D Standard 12-point font only

19

**Which is the true statement?**

Medium

Fees

- A It is the notary's duty to draft power of attorney mortgages and deeds when requested,
- B A notary does not have to charge a fee,
- C Holographic wills must be notarized to be valid,
- D Holographic wills are typewritten

20

**A notary suspects a signer is being coerced into signing a document. What should the notary do?**

Medium

Signer Competence and Coercion

- A Proceed with the notarization since it is not the notary's business,
- B Refuse to complete the notarization,
- C Ask the coercing party to step outside and then proceed,
- D Notarize and note the suspicion in the journal

21

**What is a 'Signature by Mark'?**

Easy

Special Notarial Situations

- A A document signed by a notary on behalf of a signer,
- B When a signer who cannot write their full name makes a mark (e.g., an X) as their legal signature,
- C A digital mark placed electronically,
- D A signature made with a rubber stamp

22

**Should a notary rely only on a credit card to identify a signer?**

Easy

FAQ

- A Yes if the card has a photo,
- B No a government-issued ID card or US passport must be used,
- C Yes if the credit card is current,
- D Only for low-value transactions

23

**What does 'impartiality' mean in the context of a notary's duties?**

Easy

Impartiality and Notary Ethics

- A The notary always favors the document's beneficiary,
- B The notary has no personal interest in the transaction and treats all parties equally,
- C The notary must always side with the lender in a real estate transaction,
- D The notary defers to the attorney who prepared the document

24

**What is the primary purpose of a notary's journal or record book?**

Easy

Notary Journal Universal Rules

- A To track income for tax purposes,
- B To provide an official chronological record of all notarial acts, which can protect the notary and signer in the event of a dispute,
- C To store copies of signed documents,
- D To satisfy employer reporting requirements

25

**Which of the following must appear on a valid notary seal in virtually every U.S. state?**

Easy

Notary Seal Universal Rules

- A The notary's personal address,
  - B The notary's name and the name of the state in which they are commissioned,
  - C The notary's phone number,
  - D The notary's bar association number
-

# Answer Key & Explanations

Correct answers with full explanations for every question.

1 To identify a signer using "Satisfactory Evidence," what is required?

**B. A credible witness or identifying documents,**

Satisfactory evidence means the absence of information leading the notary to believe ID is false, and relies on proper ID cards or credible witnesses.

2 Is a Social Security Card acceptable identification?

**B. No,**

A Social Security Card is NOT valid identification.

3 Two credible witnesses:

**D. None of the above**

Two credible witnesses are allowed and must present ID; they don't necessarily need to be over 21 (just competent) or fingerprinted.

4 An oath is:

**D. a and c**

An oath is a solemn spoken pledge; an affirmation is its legal equivalent.

5 The most frequently completed form is:

**A. The acknowledgment,**

Acknowledgments are the most common.

6 When notarizing a document containing an acknowledgment, the Notary:

**B. May accept a document that has already been signed,**

Signer can acknowledge a pre-existing signature.

7 Can a notary notarize a document in which they have a direct financial or beneficial interest?

**B. No it is a conflict of interest,**

A notary cannot notarize a document if they have a direct financial or beneficial interest in the transaction.

8 You are not automatically disqualified from doing a notarization when you are a:

**C. Real Estate Agent,**

A real estate agent is not automatically disqualified unless they are a named principal (Grantor/Grantee etc). Lessor/Vendee/Grantor ARE principals.

9 An acknowledgment is:

**B. A formal declaration before an authorized official confirming that a signature is authentic,**

An acknowledgment is a formal declaration before an authorized official confirming that the signature on a document is authentic.

10 Must a notary maintain a record book even if no fees are charged?

**A. Yes the record book is required regardless,**

The record book must be maintained whether or not any fees are charged for notary services.

11 If a notary is convicted of a felony, what happens to their commission?

**C. Revocation or Suspension,**

Felony convictions are grounds for denial, revocation, or suspension of the commission.

12 A notary public may NOT:

**A. Perform acts constituting the practice of law,**

Performing acts constituting the practice of law is prohibited.

13 Can a notary notarize a document if the signer is not physically present?

**B. No, the signer must personally appear,**

The person whose signature is notarized must personally appear before the notary at the time the notarization is performed.

14 What is Remote Online Notarization (RON)?

**B. A notarization performed using audio-visual technology where the signer and notary are in different locations,**

RON allows a notary to notarize documents for a remotely located signer using two-way audio-visual communication technology.

15 What must a notary public do before performing their first official notarial act?

**B. Take an official oath of office,**

In virtually all U.S. states a notary must take a formal oath of office before performing any notarial acts. This oath swears or affirms the notary to faithfully perform their official duties.

16 In addition to the notary's name, the seal must include:

**B. The date the notary's commission expires,**

The seal must include the notary's name and the date the commission expires.

17 Can a notary seal be oval shaped?

**B. No it must be rectangular or circular,**

The seal must be circular or rectangular.

18 The required notice must be in letters of:

**B. A conspicuous size,**

The notice must be in letters of a conspicuous size.

19 Which is the true statement?

**B. A notary does not have to charge a fee,**

Notaries are not required to charge a fee (it is discretionary up to the max).

20 A notary suspects a signer is being coerced into signing a document. What should the notary do?

**B. Refuse to complete the notarization,**

A notary has the duty to refuse a notarization if they have reasonable grounds to believe the signer is acting under duress or coercion. A willing and voluntary signer is a fundamental requirement.

21 What is a 'Signature by Mark'?

**B. When a signer who cannot write their full name makes a mark (e.g., an X) as their legal signature,**

A Signature by Mark allows individuals who cannot write their name due to a disability or illiteracy to use a mark (typically an X) as a legally valid signature, witnessed by others.

22 Should a notary rely only on a credit card to identify a signer?

**B. No a government-issued ID card or US passport must be used,**

If the signer is not personally known or identified by a credible witness, the notary must use a government-issued ID card or US passport.

23 What does 'impartiality' mean in the context of a notary's duties?

**B. The notary has no personal interest in the transaction and treats all parties equally,**

A notary public is a disinterested impartial witness. They must have no personal or financial stake in the outcome of any transaction they notarize.

24 What is the primary purpose of a notary's journal or record book?

**B. To provide an official chronological record of all notarial acts, which can protect the notary and signer in the event of a dispute,**

The notary journal is a chronological log of every official act. It serves as a critical evidence trail that can protect both the notary and the public in cases of fraud or dispute.

25 Which of the following must appear on a valid notary seal in virtually every U.S. state?

**B. The notary's name and the name of the state in which they are commissioned,**

At minimum, every state requires the notary's name and the state name to appear on the official seal. Most also require the words 'Notary Public' and the commission expiration date.

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