

California Notary Education

It is illegal to copy or discuss EXACT State Exam questions!
There are 10 practice tests each with the answers at the end.

1. A Notary Public is _____?
 - a. appointed by the State of California
 - b. administers oaths
 - c. witnesses the signing of documents
 - d. all the above

2. Documents are notarized to _____?
 - a. to make them more legal
 - b. to make them look official
 - c. deter fraud
 - d. make them more believable

3. You must be _____ years of age to be a California Notary Public?
 - a. 21
 - b. 18
 - c. 16
 - d. 25

4. Notarizations are in what language?
 - a. English only
 - b. The language on the document
 - c. The primary language of the signer
 - d. The language ordered by a lawyer

5. A new California Notary must take a _____ hour approved class?
 - a. 8
 - b. 6
 - c. 4
 - d. 5

- 6. As a Notary use of a commercial mail receiving agency or post office box as your principal place of business or residence is _____?**
- a. a good idea
 - b. not allowed unless you provide the Secretary of State with a physical address on your Notary Public application
 - c. good for advertising
 - d. allowed, if the agency or post office box is in the name of someone else.
- 7. Witnessing the signing of a document with an oath is called _____?**
- a. finalizing the transaction
 - b. certification
 - c. jurat
 - d. acknowledgment
- 8. To qualify as a California Notary Public you must _____?**
- a. pass a background check
 - b. be good at office work
 - c. understand a second language
 - d. all the above
- 9. An acknowledgment is _____?**
- a. a professional greeting in writing
 - b. a written thank you note
 - c. notarial wording not requiring an oath
 - d. a receipt for services rendered
- 10. You must be able to read, write and understand _____?**
- a. legal language
 - b. English
 - c. a variety of languages
 - d. legal documents

Answers

1. **d** all the above
2. **c** deter fraud
3. **b** 18
4. **a** English only
5. **b** 6
6. **b** not allowed unless you provide the Secretary of State with a physical address on your Notary Public application
7. **c** jurat
8. **a** pass a background check
9. **c** notarial wording not requiring an oath
10. **b** English

- 1. On the Notary application you must disclose all _____?**
 - a. prior employers
 - b. languages you know fluently
 - c. prior names or aliases
 - d. arrests where trials are pending

- 2. The Secretary of State may deny a Notary Public commission if _____?**
 - a. you omit information on your application
 - b. make a substantial misstatement on your application
 - c. you have a felony or disqualifying conviction
 - d. all the above

- 3. How many days do you have from the date listed on your commission certificate to complete your Notary application processing?**
 - a. 10 days
 - b. 45 days
 - c. 30 days
 - d. 20 days

- 4. Willful failure to notify the Secretary of State a change of name and or address is punishable by a fine not more than?**
 - a. \$ 500.00
 - b. \$ 250.00 each infraction
 - c. \$1,000.00
 - d. \$ 750.00

- 5. A Notary Public who performs any official act in relation to real property with the knowledge that document contains false statements, is forged in whole or part, is guilty of a _____?**
 - a. bad conduct
 - b. being unprofessional
 - c. a felony
 - d. being dishonest

- 6. You must obtain a \$_____ Surety Bond.**
- \$10,000.00
 - \$15,000.00
 - \$ 5,000.00
 - \$ 2,000.00
- 7. The Secretary of State may revoke or suspend your Notary Public commission if _____?**
- you don't charge for notarizations
 - charge more than the fee prescribed by law
 - you don't do any Notary work for 90 days consecutive days
 - all the above
- 8. Revocation or resignation of a Notary Public commission requires that you _____?**
- post a notice in a newspaper that the Notary is no longer commissioned
 - must surrender all Notary journals to the County Clerk where your Bond and Oath of Office were filed
 - send a letter to the County Clerk's office explaining why the Notary is no longer commissioned
 - must destroy all Notary supplies including Notary journals and seal
- 9. You have _____ days to respond after receiving a written request for information relating to official acts from the Secretary of State?**
- 30 days
 - 5 days
 - 10 days
 - 15 days
- 10. You may lose your Notary Public commission if you _____**
- perform improper Notarial acts
 - willfully fail to report the loss of your Notary journal(s) and or seal
 - execute a false Notary certificate
 - all the above

Answers

1. **d** arrests where trials are pending
2. **d** all the above
3. **c** 30 days
4. **a** \$500.00
5. **c** a felony
6. **b** \$15,000.00
7. **b** charge more than the fee prescribed by law
8. **b** surrender all Notary journals to the County Clerk where your Bond and Oath of Office were filed
9. **a** 30 days
10. **d** all the above

- 1. A right thumbprint is not required for _____ or _____ documents?**
 - a. Quitclaim Deed or Deed of Trust
 - b. Grant Deed or Power of Attorney
 - c. Foreclosure or Reconveyance Deed
 - d. Mortgage or Real Property Deed

- 2. A Notary must respond within _____ days to a written request from the public for a copy of a transaction in the Notary journal?**
 - a. 15 business days
 - b. 30 business days
 - c. 5 business days
 - d. 10 business days

- 3. Your Notary seal must be kept in _____?**
 - a. your briefcase
 - b. under a counter in your office
 - c. a locked and secured area in your control
 - d. the trunk of your car

- 4. If your Notary seal is stolen, lost, misplaced, destroyed, broken, damaged or otherwise rendered unusable you must _____?**
 - a. if missing or broken order new one
 - b. handwrite your Notary seal information on all notarized documents
 - c. call the Secretary of State to report the problem
 - d. immediately notify the Secretary of State, in writing, to get a new seal

- 5. A written request from a member of the Public for a certified transaction copy from your Notary journal needs to include _____?**
 - a. the names of the parties notarized
 - b. type of document(s) notarized
 - c. the month and year the document(s) were notarized
 - d. all the above

- 6. How much maximum are permitted to charge the public per page for copies of your Notary journal?**
- a. 15¢
 - b. 50¢
 - c. 30¢
 - d. 75¢
- 7. A Notary Public may only certify copies of _____ and _____?**
- a. Trust Deeds and Grant Deeds
 - b. Power of Attorney documents and copies of your Notary journal
 - c. Birth certificates and Death Certificates
 - d. Employment applications and passport applications
- 8. If a Peace Officer requests that you surrender your Notary journal(s) you must _____?**
- a. surrender them immediately or as soon as possible
 - b. obtain a receipt from the Peace Officer
 - c. send a copy of the receipt to the Secretary of State within 10 days of the surrender
 - d. all the above
- 9. Which type of document are you allowed NOT to use a Notary seal?**
- a. Deed of Trust
 - b. Power of Attorney
 - c. Affidavit
 - d. California subdivision map certificates
- 10. Where do you specify your preference for your Notary Public “name”?**
- a. on your Surety Bond application
 - b. on your Notary Public application to the Secretary of State
 - c. on your business cards
 - d. all the above

Answers

1. **c.** Foreclosure or Reconveyance Deed
2. **a** 15 business days
3. **c** a locked and secured area in your control
4. **d** immediately notify the Secretary of State, in writing, to get a new seal
5. **d** all the above
6. **c** 30¢
7. **b** Power of Attorney documents and copies of your Notary journal
8. **d** all the above
9. **d** California subdivision map certificates
10. **b** on your Notary Public application to the Secretary of State

- 1. As a Notary employee your Notary journal and seal _____?**
 - a. are the property of your employer
 - b. may be left at work under the counter
 - c. your exclusive property
 - d. all the above

- 2. The maximum Notary service fee for a notarization, allowed by law, is _____?**
 - a. \$15.00 + \$5.00 signing fee
 - b. \$ 5.00
 - c. \$ 8.00
 - d. \$15.00

- 3. Notary service fees are not subject to _____?**
 - a. income taxes
 - b. social security taxes
 - c. accounting rules
 - d. business taxes

- 4. You may not charge a fee to Veterans for documents related to ____?**
 - a. discharge
 - b. certificate of service
 - c. compensation
 - d. all the above

- 5 A Notary Public is not allowed to _____?**
 - a. use an interpreter in the notarial transaction
 - b. travel to do notarizations
 - c. visually scan the document to be notarized
 - d. certify a copy of a Power of Attorney

- 6. A Military Notary is limited to _____?**
- a. performing Notary services to people in uniforms
 - b. notarizing loan documents for Military personnel
 - c. notarizing documents within the boundaries of the Military reservation
 - d. performing notarization on weekdays
- 7. As a Notary employee you are allowed _____?**
- a. to use two Notary journals, one for work and one for other transactions
 - b. charge more than \$15.00 providing that you have in writing a mutually voluntary agreement with your employer
 - c. to only see the signature page of a document being notarized
 - d. none of the above
- 8. A Notary Public may not charge fees for _____?**
- a. notarizing absentee ballots or voting materials
 - b. circulator's affidavit
 - c. nomination documents
 - d. all the above
- 9. The entry of your Notary fee in the Notary journal is NOT _____?**
- a. necessary
 - b. to be used as a means of bookkeeping
 - c. allowed for Military Notaries
 - d. none of the above
- 10 The fee for all services rendered in connection with the taking of a deposition is _____?**
- a. \$ 50.00
 - b. \$ 30.00
 - c. \$ 15.00
 - d. \$ 10.00

Answers

1. **c** your exclusive property
2. **d** \$15.00
3. **b** social security taxes
4. **d** all the above
5. **a** use an interpreter in the notarial transaction
6. **c** notarizing documents within the boundaries of the Military reservation
7. **d** none of the above
8. **d** all the above
9. **b** to be used as a means of bookkeeping
10. **b** \$30.00

- 1. The first element of a proper notarization is _____?**
 - a. witness signature in the Notary journal
 - b. communication to determine knowledge and capacity to sign
 - c. personal appearance of the signer
 - d. return the identification to the signer

- 2. An acknowledgment _____?**
 - a. is the most used notarial language
 - b. is proof of identification
 - c. states that the signer had the capacity to sign
 - d. all the above

- 3. The maximum fine for failure to complete a notarial act is _____?**
 - a. \$ 750.00
 - b. \$1,500.00
 - c. \$1,000.00
 - d. \$ 500.00

- 4. As a Notary Public your financial liability is _____?**
 - a. unlimited
 - b. limited to your \$15,000.00 Surety Bond
 - c. limited to the amount of your Errors and Omissions Insurance policy
 - d. covered the State of California

- 5 A felony conviction of filing and recording a false/forged document involving real property carries a maximum fine of _____?**
 - a. \$ 2,500.00
 - b. \$15,000.00
 - c. \$75,000.00
 - d. \$50,000.00

- 6. The use of an Acknowledgment or Jurat wording is decided by _____?**
 - a. by the Notary Public
 - b. by your employer
 - c. by the document signer
 - d. by a lawyer

- 7. A Notary Public is an _____ witness?**
- a. important
 - b. impartial
 - c. unpaid
 - d. authorized
- 8. Translating “Notary Public” into Spanish or failing to include, in advertising the statement required by non attorney Notaries carries a _____ maximum fine?**
- a. \$ 500.00
 - b. \$1,000.00
 - c. \$1,500.00
 - d. \$2,500.00
- 9. Failure to obtain satisfactory identification for a notarization carries a _____ maximum fine?**
- a. \$10,000.00
 - b. \$ 1,000.00
 - c. \$ 1,500.00
 - d. \$15,000.00
- 10 Which is NOT true about travel fees charged by a Notary Public?**
- a. they are optional
 - b. to be able to charge travel fees you must discuss them and gain agreement from the client prior to the appointment
 - c. they can be any agreed upon amount, there is no limit
 - d. they are mandatory

Answers

1. **c** personal appearance of the signer
2. **d** all the above
3. **a** \$750.00
4. **a** unlimited
5. **c** \$75,000.00
6. **c** by the document signer
7. **b** impartial
8. **c** \$1,500.00
9. **a** \$10,000.00
10. **d** they are mandatory

- 1. Personal appearance for a notarization is _____?**
 - a. not necessary if the Notary knows the signer
 - b. optional
 - c. mandatory
 - d. not required if the signer has their spouse appear instead

- 2. Identification must be _____?**
 - a. current
 - b. valid
 - c. approved
 - d. all the above

- 3. The best way to determine capacity is _____?**
 - a. to ask a family member
 - b. direct verbal communication
 - c. to ask the signer if they feel competent
 - d. to ask for a letter from a doctor

- 4. Valid identification is _____?**
 - a. issued within the last 5 years
 - b. expired not more than 1 year
 - c. never expires
 - d. has a color photo on it

- 5 As a Notary Public you visually scan a document _____?**
 - a. for consecutive page numbers
 - b. to determine a title for the entry in the Notary journal
 - c. blanks
 - d. all the above

- 6. Satisfactory evidence is _____?**
 - a. the State approved identification document of an individual
 - b. used for identifying the person when performing a notarization
 - c. a State ID, State Driver's License or Passport
 - d. all the above

- 7. Which one of the following is approved identification _____?**
- a. an employee ID issued by a State, County or City agency or office
 - b. an inmate ID issued by the California Dept. of Corrections if the inmate is in custody
 - c. an ID card issued by another State
 - d. all the above
- 8. If you determine the signer does not know what they are signing or does not have the capacity to sign a document _____?**
- a. you must tell the signer to call a lawyer
 - b. stop, do not notarize the document
 - c. ask if someone else can sign the document
 - d. have them sign anyway
- 9. You should be cautious about having the signer fill in blanks on _____ without having them first contact the document owner?**
- a. real property, loan or title/escrow documents
 - b. letter of credit
 - c. applications
 - d. all the above
- 10 Any handwritten changes on a document should _____?**
- a. be in different color ink
 - b. be in pencil
 - c. be initialed by all signers
 - d. be approved by the document owner

Answers

1. **c** mandatory
2. **d** all the above
3. **b** direct verbal communication
4. **a** issued within the last 5 years
5. **d** all the above
6. **d** all the above
7. **d** all the above
8. **b** stop, do not notarize the document
9. **a** real property, loan or title/escrow documents
10. **c** be initialed by all signers

- 1. Each notarized transaction requires _____ in a Notary journal?**
 - a. entry
 - b. one complete row
 - c. the title of the document
 - d. all the above

- 2. The word Venue refers to the County where _____?**
 - a. you filed your Bond & Oath of Office
 - b. the signer lives
 - c. the Notary lives
 - d. the notarization was performed

- 3. The first date entered in the Notary journal is the _____?**
 - a. date of the notarization
 - b. date of the document
 - c. date the document is to be filed
 - d. date your Notary commission expires

- 4. The identification data entered in the Notary journal is _____?**
 - a. the ID number, Country, State, County or City of issuance
 - b. expiration date
 - c. issuance date
 - d. all the above

- 5 The address where the notarization takes place is important data in the Notary journal and establishes _____?**
 - a. distance to charge for traveling
 - b. jurisdiction if a crime was committed
 - c. where you are allowed to conduct business
 - d. all the above

- 6. In the Notary journal you only log _____ fees?**
- a. travel
 - b. parking
 - c. Notary
 - d. all the above
- 7. The last two entries in your Notary journal are _____?**
- a. signature and right thumbprint of the signer
 - b. date and time
 - c. name and address of the signer
 - d. expiration and issuance dates of the identification
- 8. If a Jurat is used for the notarization, when do you administer the oath?**
- a. before you ask for identification
 - b. after you log the identification
 - c. after the document is signed
 - d. before you collect payment
- 9. If you use a loose certificate for the notarial wording, what statement do you write on the document?**
- a. “wrong notarial wording”
 - b. “see attached Certificate”
 - c. “see next page”
 - d. “to be continued”
- 10 You hold the identification of the signer _____?**
- a. to compare the signature on the document to the ID
 - b. to compare the signature in the Notary journal to the ID
 - c. until the notarization is completed
 - d. all the above

Answers

1. **d** all the above
2. **d** the notarization is performed
3. **a** date of the notarization
4. **d** all the above
5. **b** jurisdiction if a crime was committed
6. **c** Notary
7. **a** signature and right thumbprint of the signer
8. **c** after the document is signed
9. **b** “see attached Certificate”
10. **d** all the above

- 1. When executing a California Copy Certification of a Power of Attorney, who signs?**
 - a. no one
 - b. the Notary
 - c. the person who holds the Power of Attorney
 - d. a lawyer

- 2. What are the two exceptions to personal appearance?**
 - a. Acknowledgment and Jurat
 - b. Certification by Document Custodian and Affiant Statement
 - c. attorney in fact and subscribing witness
 - d. none of the above

- 3. Which statement is true about a California Jurat with an Affiant Statement?**
 - a. the signer can write whatever they want
 - b. you have the signer swear an oath
 - c. you notarize their statement
 - d. all the above

- 4. The no identification exception requires _____?**
 - a. that the Notary personally know the signer
 - b. two credible witnesses who under oath make statements regarding the identity of the signer
 - c. that the signer has a relative sign the document instead
 - d. that you do not notarize the document

- 5 The signing in front of a Notary exception is allowed for _____?**
 - a. a Jurat
 - b. a credible witness
 - c. an Acknowledgment
 - d. an affidavit

- 6. What is the best way to determine if an exception is necessary for a notarization?**
- read the document completely
 - ask a lawyer
 - ask questions of the signer
 - ask someone at the Secretary of State office
- 7. When notarizing an attorney-in-fact you will need _____?**
- to ask for the original or a certified copy of the Power of Attorney
 - to review the Power of Attorney document to ensure that the agent has the authority to sign the document being presented
 - make sure that the attorney-in-fact adds that title to his signature on the document
 - all the above
- 8. Use of a mark for a signature on a document is _____?**
- not allowed in California
 - needed if the signer has bad handwriting
 - allowed if the signer has a disability or is illiterate
 - used by attorney-in-fact agent is signing for the principal of a Power of Attorney
- 9. When executing a Jurat on a document stating age you must require?**
- that the signer be at least 18 years
 - that the signer look their age
 - a certified birth certificate, State ID or driver's license must be presented
 - that the signer not lie about their age
- 10 Using a mark for a signature requires _____?**
- two witnesses
 - a witness statement on the document
 - you write a reason why a mark was used for the signature in your Notary journal
 - all the above

Answers

1. **b** the Notary
2. **c** attorney-in-fact and subscribing witness
3. **d** all the above
4. **b** two credible witnesses who under oath make statements regarding the identity of the signer
5. **c** an Acknowledgment
6. **c** ask questions of the signer
7. **d** all the above
8. **c** allowed if the signer has a disability or is illiterate
9. **c** a certified birth certificate, State ID or driver's license must be presented
10. **d** all the above

- 1. Minors, children under 18 years are legally adults if _____?**
 - a. they look older than 18 years
 - b. they are married
 - c. they are in foster care and wards of the State
 - d. all the above

- 2. California Notaries must not perform a marriage ceremony unless?**
 - a. they are related to the bride or groom
 - b. they pay a fee to the County Clerk where the marriage is performed
 - c. a minister approves
 - d. the Notary is also a religious or civil official authorized to solemnize marriages

- 3. Illegal advertising for California Notaries include _____?**
 - a. translating Notary Public into the Spanish “*Notario Publico*” or “*Notario*”
 - b. promoting their role as an immigration specialist
 - c. not posting the required notice in English and any other language that you are using in advertising, the notice must be in both languages
 - d. all the above

- 4. If a signer’s identification reads John George Waverly, which signature is acceptable under the “less but not more” policy_____?**
 - a. John G. Waverly
 - b. Jack Waverly
 - c. Jackie “Bubba” Waverly
 - d. Johnny Waverly

- 5 What is the special rule for notarizations at Skilled Nursing Facilities?**
 - a. patient Advocate or Ombudsman must sign as a witness
 - b. the signer can not have been at the facility more than 30 days
 - c. a relative must be present at the signing
 - d. the signer must be over 65 years

- 6. Reasonable care for a Notary is _____?**
- a. knowing the laws related to providing Notary service
 - b. reading the Notary Handbook published by the Secretary of State
 - c. keeping current on laws and changes in the Notary Handbook
 - d. all the above
- 7. The exception to a Notary refusing services is _____?**
- a. if the signer is a neighbor
 - b. when an Employer/Notary Public Agreement is in place that limits service to the employer's business only
 - c. when you can't read the signer's handwriting
 - d. on your day off
- 8. A Notary is legally barred from advertising _____?**
- a. as an Immigration Specialist or Consultant
 - b. in any language other than English without a non-attorney statement in both languages
 - c. translating Notary Public into Spanish
 - d. all the above
- 9. An Apostille is provided by _____?**
- a. the County Clerk where your Bond and Oath of Office were filed
 - b. the Secretary of State
 - c. the U.S. Embassy
 - d. none of the above
- 10 All signatures on a notarized document must be _____?**
- a. made in ink
 - b. made in pencil
 - c. made with a fine sharpie
 - d. all the above

Answers

1. **b** they are married
2. **d** the Notary is also a religious or civil official authorized to solemnize marriages
3. **d** all the above
4. **a** John G. Waverly
5. **a** patient Advocate or Ombudsman must sign as a witness
6. **d** all the above
7. **b** when an Employer/Notary Public Agreement is in place that limits service to the employer's business only
8. **d** all the above
9. **b** the Secretary of State
10. **a** made in ink

1. Acknowledgment means?

- a. professionally greeting your customers
- b. sending an email thank you after an assignment
- c. a notarial act where an individual is identified by a Notary Public and acknowledges willingness to sign a document
- d. official language acknowledging that you are a Notary Public

2. Willingness means?

- a. state of acting voluntarily without duress or undue influence
- b. that the customer understands the fee and is willing to pay for Notary services
- c. you agree to learn Notary laws in order to become a Notary Public
- d. you are available to the public to do notarizations

3. Liability means?

- a. you have to post a Surety Bond of \$15,000.00 with the County
- b. that if you must be responsible to know the Notary laws
- c. that you do not do difficult notarizations
- d. responsibility for damage caused by misconduct, error or omission

4. Durable means?

- a. that your Notary seal will last for the duration of your commission
- b. in a document called a Durable Power of Attorney the meaning of “durable” is that the Power of Attorney remains in effect regardless of the future capacity of the individual who granted the Power of Attorney
- c. means that the Surety Bond you posted as a Notary Public protects you from liability under all circumstances
- d. that you have obtained a special commission that lasts 10 years instead of the normal four years. You must pay a special fee for a Durable Notary Public commission.

5 Affirmed means?

- a. that you are confident about your knowledge of Notary law
- b. to affirm to a Notary Public, with a spoken, solemn promise on one's personal honor, with no reference to GOD that what is signed is true and accurate
- c. that the Secretary of the State approved your Notary Public commission
- d. that you have been approved to administer Oaths to the public

6. Sworn means?

- a. to swear to a Notary Public, with a spoken, solemn promise to one's GOD, that what is signed is true and accurate
- b. that you have the ability to ensure that your customer is telling the truth
- c. a term used in Notary law describing the use of a Jurat
- d. that you are bound by the laws of the United States Government

7. Credible Witness means?

- a. an individual is a neighbor of the signer and therefore knows them personally
- b. that they have signed the document along with the signer
- c. a witness to the identity of a signer who has no valid identification. The witness must provide their ID to the Notary Public and swear or affirm an Oath that the individual signing is personally known to them and is who they say they are. The witness must also sign the Notary journal
- d. is a witness that you know is not lying

Apostille means?

- a. that you have completed the process to be a Notary Public
- b. you are allowed to officiate at marriages because of special training
- c. that your Notary Public commission allows you to notarize documents in Spanish as well as English
- d. certificate of authentication required by the Hague Convention for International documents that are notarized. Authentication is done by the Secretary of State's office

9. Jurat means?

- a. a notarial act where an individual is identified by a Notary Public and acknowledges willingness to sign a document AND where the signer swears or affirms an Oath to the Notary Public that the statements in the document are true and accurate
- b. that you are not eligible to be a juror because you are a Notary Public
- c. that legally you have no responsibility if you can not notarize a document because the signer has no identification
- d. that you have acted in good faith

10 Notarial wording means?

- a. that you have signed the document and completed the notarization
- b. prescribed words and grammar necessary for the Notary Public to complete a notarization
- c. is legal language describing your commission responsibility
- d. is what you write in your Notary journal

Answers

1. **c** a notarial act where an individual is identified by a Notary Public and acknowledges willingness to sign a document
2. **a** state of acting voluntarily without duress or undue influence
3. **d** responsibility for damage caused by misconduct, error or omission
4. **b** in a document called a Durable Power of Attorney the meaning of “durable” is that the Power of Attorney remains in effect regardless of the future capacity of the individual who granted the Power of Attorney
5. **b** to affirm to a Notary Public, with a spoken, solemn promise on one’s personal honor, with no reference to GOD that what is signed is true and accurate
6. **a** to swear to a Notary Public, with a spoken, solemn promise to one’s GOD, that what is signed is true and accurate
7. **c** a witness to the identity of a signer who has no valid identification. The witness must provide their ID to the Notary Public and swear or affirm an Oath that the individual signing is personally known to them and is who they say they are. The witness must also sign the Notary journal
8. **d** certificate of authentication required by the Hague Convention for International documents that are notarized. Authentication is done by the Secretary of State’s staff
9. **a** a notarial act where an individual is identified by a Notary Public and acknowledges willingness to sign a document AND where the signer swears or affirms an Oath to the Notary Public that the statements in the document are true and accurate
10. **b** prescribed words and grammar necessary for the Notary Public to complete a notarization