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## Notary Public Study Guide with Complete Solution 2023

acknowledge - to admit the existence of truth of a statement and accept responsibility  
acknowledgement - a formal declaration before a notary public that the instrument presented is the free and voluntary act of the party executing it and the signatures on the document are genuine

affidavit - a signed statement made under oath or affirmation

certificate - a document testifying to fact, qualification, or promise -a written statement legally authenticated

credible witness - a believable witness worthy of confidence (chain of personally known individuals from the notary public to the signer of the document)

official seal - rubber stamp or embosser that conforms to the laws and rules

verification - a confirmation of the truth of a theory or fact

witness - a person who watches an event take place

Notarial Act - serves as a legal attestation to a signing, oath taking or swearing to an affidavit

role of a notary - be an impartial witness to a signature, oath or affidavit

the age to become a notary - 18 years of age

When does the Notary need renewed ? - 8 Years

filing fee - \$75

fee for continuing education - \$50

The price of the bond you receive - \$25,000

Can I notarize my own signature or signatures of my spouse, children, parents or other relatives? - No, you may never notarize your own or the signatures of his or her spouse. Never notarize a document that may directly benefit the notary or notary's spouse

what if the notarial certificate is missing from a document - You may complete the certificate form that your customer has requested and attach it to the document.

When using a credible witness to identify the signer for an acknowledgement, the notary

- May only charge one fee for both, because they're all part of the same notarial act.

. An acknowledgment - If the words "signed and sworn" or "subscribed and sworn"

appear in the notarial certificate on the document, you need to perform

Can you notarize your own signature? - NO

A Notary is prohibited from - \*Taking his or her own deposition.

\*Notarizing a document if the Notary has a conflict of interest.

\*Advertising as a Notario Publico.

As an Indiana Notary you can - \* Take acknowledgments.

\* Certify copies

\* Administer oaths and affirmations.

When a credible witness is used, the credible witnesses primary function is to - Swear or affirm to the document signer's identity.

When you identify a signer using an ID card, you need to look for - Expiration date that is current or has been expired for less than 3 years.

# Notary Public Supplemental Study Guide

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