



Vermont Secretary of State
Office of Professional Regulation
Notary Public
VT State Jurisprudence Exam

Directions and Information:

1. This is an Open Book examination.
2. Once you have completed the exam and answer sheet please upload only the answer sheet to your online application.
3. If you receive **more than** six incorrect, you will need to retake the exam.

Vermont State Jurisprudence Exam Study Material References

The Vermont State Jurisprudence Exam has questions from the following references:

<https://sos.vermont.gov/notaries-public/notary-faqs/>

<https://sos.vermont.gov/notaries-public/stamps-certificates/>

<https://sos.vermont.gov/notaries-public/statutes-rules-resources/>

<https://sos.vermont.gov/secretary-of-state-services/apostille-or-authentication/>

<https://legislature.vermont.gov/statutes/chapter/03/005>

Notary Public State Examination Answer Sheet

Candidate Name: _____

Today's Date: _____

1. A B C D E
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27. A B C D E
28. A B C D E
29. A B C D E
30. A B C D E

Corrected by:	Grade:
Date	Pass / Fail

1. When notarizing documents, the following information should be included:
 - A signature and printed name (made at the same time as the performance of the notarial act)
 - Date (date of notarial act)
 - Jurisdiction
 - Title of office ("Notary Public")
 - Notary Public Commission Expiration Date
 - Commission number
 - a. True
 - b. False
2. Which of the following is prohibited unless you hold a Vermont notary public commission?
 - a. Using in connection with your name any letters, words, or insignia indicating or implying that you are a notary public
 - b. Signing a will as a witness
 - c. Signing an affidavit acting as a law enforcement officer
 - d. None of the above
3. Unprofessional conduct complaints against notaries public can be filed online with the:
 - a. Attorney General
 - b. Office of Professional Regulation
 - c. Vermont Department of Labor
 - d. Human Resources Department
4. Notaries public who are not exempt are required to complete _____ of continuing education credits per commission renewal period:
 - a. 10 Hours
 - b. 2 Hours
 - c. 5 Hours
 - d. 12 Hours
5. Which of the following is false?
 - a. A Notary may take an acknowledgement of a record from an individual.
 - b. A notary may not make a photocopy of a certified document.
 - c. A notary may take a verification of statement under oath or affirmation.
 - d. A notary may attest to a signature of an individual appearing before them on a document after satisfactorily determining the individual's identity.

6. Which of the following employees are exempt from having to obtain a notary public commission to perform notarial acts?
- a. Town clerks, assistants, and justices of the peace
 - b. Attorneys
 - c. Judiciary-related employees, including persons employed by the Judiciary, judges, Superior Court clerks, court operations managers, probate registers, case managers, docket clerks, assistant judges, county clerks, and after-hours relief from abuse contract employees
 - d. Law enforcement-related employees, including persons who are employed as law enforcement officers certified under 20 V.S.A. chapter 151; who are noncertified constables; or who are employed by a Vermont law enforcement agency, the Department of Public Safety, of Fish and Wildlife, of Motor Vehicles, of Liquor and Lottery, or for Children and Families, the Office of the Defender General, the Office of the Attorney General, or a State's Attorney or Sheriff
7. Which of the following is true about an official stamp used for notarial acts?
- a. An official stamp is a physical image affixed to or embossed on a tangible record.
 - b. If using an official stamp, it should include the notary public's name and jurisdiction. If the stamp doesn't include this information, it must be written in.
 - c. An official stamp must be capable of being copied together with the record to which it is affixed or attached.
 - d. All of the above.
8. To be granted a notary commission an applicant must:
- a. be at least 18 years of age
 - b. be a citizen or permanent legal resident of the United States
 - c. be a Vermont resident of or have a place of employment or practice in Vermont
 - d. all of the above
9. If a law enforcement-related employee wishes to perform notarial acts outside of their official employment duties, they will need to:
- a. Submit a written request to the office
 - b. Complete an online notary public commission application and obtain a notary public commission
 - c. Notarize the documents
 - d. None of the above

10. All individuals applying for a new notary public commission after February 1, 2021 will be required to complete the following:
- The Vermont Jurisprudence Exam on the notary public statutes and rules
 - A national exam
 - A training
 - An affidavit
11. Which of the following is not a notarial act?
- Taking an acknowledgement of a record
 - Certifying a copy of a record is a true copy
 - Attesting a signature on a record
 - Signing a record as a witness
12. The role of the notary public advisors is to:
- Advise OPR on how to carry out the provisions of the notary public laws
 - Enforce the notary public statutes and rules
 - Conduct continuing education for new notaries public
 - All of the above
13. Notary Public advisors shall:
- Be a member of the general public
 - Work for the State of Vermont
 - Have at least five years of experience as a notary public
 - Have at least three years of experience as a notary public
14. OPR may deny, refuse to renew, revoke, suspend, or impose a condition on a notary public commission for which of the following:
- Any of the acts set forth in the 3 V.S.A. Section 129a
 - A fraudulent, dishonest, or deceitful misstatement or omission in the application for a commission as a notary public
 - The use of false or misleading advertising or representation by the notary public representing that the notary has a duty, right, or privilege that the notary does not have
 - All of the above

15. Someone who lives and works only in Florida can obtain a Vermont notary public commission.
- a. True
 - b. False
16. My commission expiration date must be included in each notarial act that I perform.
- a. False
 - b. True
17. A notary may refuse service when the notary public
- a. Is not violating another law prohibiting the refusing of service.
 - b. Is not satisfied that the individual before them has the capacity of competency to execute a record.
 - c. Is not satisfied that the individual's signature is knowingly and voluntarily made
 - d. All the above
18. A notary public may not notarize a record to which the notary public or the notary public's spouse is a party, or in which the notary public or their spouse has a direct beneficial interest.
- a. True
 - b. False
19. Felony and misdemeanor convictions must be reported to the Office of Professional Regulation within 30 days.
- a. True
 - b. False
20. The initial application fee for a notary public, unless the applicant is exempt, is:
- a. \$30.00
 - b. \$15.00
 - c. \$20.00
 - d. \$25.00

21. Notaries public must complete at least two hours of continuing education courses before February 1, 2023.
- a. True
 - b. False
22. OPR provides the following services:
- a. Reviews all notarial acts to ensure accuracy
 - b. Maintains a library of notarized records
 - c. Maintains an electronic database of notaries public
 - d. All of the above.
23. If a document is presented for notarization without a certificate or with an incomplete certificate, the notary shall:
- a. Complete the certificate and fill in any other missing information required for a complete notarial act
 - b. Refuse the document as incomplete
 - c. Sign the document as presented
 - d. All of the above
24. Which of the following must a notary public have about the individual signing a record before performing an acknowledgement, verification or attestation of a signature on a record?
- a. Satisfactory evidence of identity
 - b. Personal knowledge or satisfactory evidence of identity
 - c. Personal knowledge
 - d. None of the above
25. I do not need to notify OPR if my stamp is lost or stolen.
- a. True
 - b. False
26. I must notify OPR of all name, email and address changes within ____ days.
- a. 15
 - b. 20
 - c. 30
 - d. 45

27. Notary public commissions must be renewed:
- a. By March 31 of odd years
 - b. By March 31 of even years
 - c. By January 31 of odd years
 - d. By January 31 of even years
28. Violation of the notary public rules or statutes is unprofessional conduct and may result in an administrative penalty.
- a. True
 - b. False
29. Which of the following forms of identification may constitute satisfactory evidence of an individual's identity for the performance of notarial acts?
- a. A birth certificate
 - b. A sample signature
 - c. A family photo
 - d. A recently expired (within the previous three years) government-issued ID with the signature or photograph of the individual signing the record
30. As part of an application for a notary public commission, an applicant must submit which of the following:
- a. A copy of their driver's license
 - b. A copy of an official stamp
 - c. A recommendation from an employer
 - d. A signed oath of office