

ONLINE NOTARY PUBLIC EXAMINATION

The answers to the questions in this open book examination may be obtained from our website at <https://sos.nebraska.gov/business-services/notary-public> **In order to pass this examination, you may not miss more than 3 of the 20 questions.** Thoroughly read the question to decide which answer is the best answer. Clearly mark your answers so that we are able to easily ascertain your answer.

- | T | F | True or False (first 10 questions) | Multiple Choice (last 10 questions) |
|--------------------------|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1) An online notary public is required to maintain a secure electronic record of all online notarial acts by the online notary public. | 11) Access to an online notary public's signature and online notary seal can be protected by the use of:
a) Password authentication, token authentication, or biometric authentication
b) A personal laptop
c) The Secretary of State's Office |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) Physical presence of the signer(s) is not required in an online notarial act. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) The term of an online notary's registration does not coincide with their general commission. | 12) An online notary seal must have within its borders all of the following:
a) Online notary legal name and commission expiration date
b) Online notary public's name exactly as commissioned, the words "Online Notary Public", "Nebraska", identifying number and commission expiration date
c) Online notary legal name, signature, commission expiration date |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) Any solution provider may be used to perform online notarizations. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) An online notary may charge different fees for their services than a general notary. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 6) When an online notary public performs an online notarial act, he or she does not need to be physically located in the State of Nebraska. | 13) Access and use of an online signature and seal is allowed:
a) Exclusively to the authorized registered online notary
b) To the online notary's employer and/or employees
c) To an authorized agent |
| <input type="checkbox"/> | <input type="checkbox"/> | 7) An online notary public must maintain records for at least five (5) years after the date of the online notarial act. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 8) Once registered as an online notary, you're required to always renew as an online notary. | 14) Which are reasons for total revocation of a notary commission:
a) Notary engaged in unauthorized practice of law
b) Notary is convicted of a felony or crime involving fraud or dishonesty while commissioned
c) All of the above |
| <input type="checkbox"/> | <input type="checkbox"/> | 9) An image of the online notary's handwritten signature must appear on a visual or printed representation of the online notarial certificate. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 10) The online notary public's electronic signature must be Independently Verifiable and unique to the online notary public. | |

- 15) An online notary differs from a general notary in the following ways:
 - a) Methods and standards used to verify identity of the signer(s)
 - b) The tools used to perform the notarial act
 - c) The way signatures are applied to the document
 - d) All of the above

- 16) Online notarization will take place through:
 - a) A web portal by an approved solution provider
 - b) Your employer’s intranet
 - c) The Secretary of State’s website
 - d) SharePoint

- 17) The following types of electronic notarial acts can be performed:
 - a) Acknowledgements, jurats, verifications or proofs and oaths or affirmations
 - b) Acknowledgements only
 - c) Acknowledgement and oaths
 - d) Acknowledgement and jurats

- 18) Certificate of Authority provides:
 - a) An alternative to an Acknowledgement
 - b) Evidence supporting authenticity of a notary public’s electronic signature and seal
 - c) Information a Solution Provider requires to establish your account

- 19) Match the following words to their definition below:
 - ___ Electronic Document
 - ___ Electronic Signature
 - ___ Online Notary Solution Provider
 - ___ Communication Technology
 - ___ Identity Proofing
 - a) Electronic sound, symbol or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record.
 - b) Record created, generated, sent, communicated, received or stored by electronic means.
 - c) A provider of any credential analysis, identity proofing, online notary seals, electronic signatures, or communication technology.
 - d) Process or service operating according to criteria approved by the Secretary of State through which a third person affirms the identity of an individual through review of personal information from public or proprietary data sources.
 - e) Electronic device or process that allows an online notary public and an individual who is not in the physical presence of the online notary public to communicate with each other simultaneously by sight and sound.

- 20) For each online notarial act, the electronic record shall contain:
 - a) The date and time of the online notarial act.
 - b) The type of online notarial act.
 - c) The type, title, or description of the electronic document or proceeding.
 - d) The printed name and address of each principal involved in the transaction or proceeding.
 - e) Evidence of identity of each principal involved
 - f) All of the above.

By signing this test I am verifying that I personally completed the Notary examination to the best of my ability based on my knowledge of Nebraska OnlineNotary law and without assistance from others.

Applicant’s Signature

Applicant’s Printed Name

Date