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.

**True or False (first 10 questions)**

1) An online notary public is required to maintain a secure electronic record of all online notarial acts by the online notary public.

2) Physical presence of the signer(s) is not required in an online notarial act.

3) The term of an online notary’s registration does not coincide with their general commission.

4) Any solution provider may be used to perform online notarizations.

5) An online notary may charge different fees for their services than a general notary.

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.

7) An online notary public must maintain records for at least five (5) years after the date of the online notarial act.

8) Once registered as an online notary, you’re required to always renew as an online notary.

9) An image of the online notary’s handwritten signature must appear on a visual or printed representation of the online notarial certificate.

10) The online notary public’s electronic signature must be Independently Verifiable and unique to the online notary public.

**Multiple Choice (last 10 questions)**

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

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

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

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
15) An online notary differs from a general notary in the following ways:
   a) Methods and standards used to verify identity of the signers
   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 Online Notary law and without assistance from others.

________________________________________________
Applicant’s Signature

________________________________________________
Applicant’s Printed Name

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Date