

Arizona Notary Cheat Sheet 2026

The night-before summary, built like the exam.

45 Scored questions	1h Time limit	80% Passing score
\$46.75 Exam fee	Arizona Secretary of State Governing body	— Pass rate

Exam at a glance

- 45 questions, 60 minutes, 80% to pass (36 correct). Open book via a built-in manual link only; no physical copy.
- \$46.75 per Prometric attempt; retake after 30 days. Required for all new and renewing notaries since July 1, 2025.

Commission numbers

- Bond: \$5,000, issued 60 days before to 30 days after the effective date. Term: 4 years. Filing fee: \$43. Renewal opens 2 months before expiration.
- Eligibility: 18+, citizen or permanent legal resident, Arizona tax resident, reads and writes English, keeps the approved manual.

Fee rules

- Per notarial act: no charge up to \$10, set by rule. Applies equally to electronic and remote acts. The cap is per act, so three acknowledgments can total \$30.
- Travel: only up to state-employee mileage and per diem rates. No surcharges, no separate journal-entry fees.
- Off-duty fees belong to the notary; employers cannot restrict whom a notary serves or cancel a departing employee's bond.

The notarial acts compared

Act	Signer must	Notary certifies
Acknowledgment	Appear and declare an existing or fresh signature	Identity, appearance, declaration
Verification on oath (jurat)	Sign before the notary and swear or affirm contents are true	Identity, signature made, oath given
Oath or affirmation	Speak the pledge (no document needed)	Oath administered
Witnessing a signature	Sign in the notary's presence	Identity and signing observed
Copy certification	Provide the original (never a state public record)	Copy is full, true and accurate

Identification rules

- Unexpired: United States passport, driver license or nonoperating ID, armed forces ID, other government ID with photo or description and signature, inmate ID while in custody.
- Alternatives: personal knowledge through sufficient dealings, or a sworn credible witness identified by the notary.
- Real estate only: unexpired foreign passport plus United States entry documentation.
- Repeat signers: no new ID or journal signature for 6 months (never applies to remote acts).

Journal essentials

- Paper journal mandatory for tangible-record acts; only one paper journal at a time; entries in chronological order.
- Each entry: date, document description and act type, signer's printed name and address, signer's signature (paper journal), identity evidence with credential issue or expiration date, fee charged.
- Keep journals and records 5 years per act. Public entries viewable on written request stating month, year, name and record type.

Seal specs

- Must show: notary public, county, commissioned name, expiration date, commission number. Physical stamp: max 1.5 x 2.5 inches, any shape, with the great seal of Arizona.
- Never stamp over any signature. Never lend the device. Embosser only alongside the inked stamp.

Deadlines and penalties

- Address change: notice within 30 days or \$25. Lost or stolen journal or seal: notice within 10 days plus police report for theft, or \$1,000.
- Unauthorized practice of law or immigration consulting: up to \$1,000 civil penalty and permanent revocation; unlawful advertising is a class 6 felony. Non-attorneys may never use 'notario publico.'
- Records not surrendered within 3 months of leaving office: forfeit \$50 to \$500. Reapplication after revocation: wait 1 year.

Remote online notarization

- Current commission first; notify the Secretary of State and name your technologies before the first remote act. No extra fee or bond currently.
- Identity: personal knowledge, credible witness, or at least 2 types of identity proofing. Live sight-and-sound technology required; audio only fails.
- Record every session audiovisually; keep it 5 years. Certificate must note communication technology was used. Notary physically in Arizona; signer anywhere with a United States nexus.

Official sources

- Arizona Secretary of State — New Notary | Arizona Secretary of State:
<https://azsos.gov/business/notary-public/new-notary>
- Arizona State Legislature — A.R.S. § 41-269 - Commission as notary public; qualifications; assurance:
<https://www.azleg.gov/ars/41/00269.htm>
- Arizona State Legislature — A.R.S. § 41-273 - Prohibited acts; civil penalty; violation; classification:
<https://www.azleg.gov/ars/41/00273.htm>

Free practice questions for this exam: www.everyexamprep.com/practice/exams/government/az-notary