

New York Notary Cheat Sheet 2026

The night-before summary, built like the exam.

— Scored questions	— Time limit	70% Passing score
\$15 Exam fee	New York Department of ... Governing body	

Exam & Commission — Key Numbers

- Exam required: Yes — you must take and pass the notary public examination.
- Exam fee: \$15
- Initial application fee: \$60
- Term of commission: 4 years

What a Notary Is

A notary public is a public officer commissioned by the state to serve as an impartial witness to signings and to deter fraud. Remember: your job is to witness and verify, not to validate the document's contents.

Acknowledgment vs. Jurat — Know the Difference (High-Yield)

- Acknowledgment: Signer declares the signature is genuine and made willingly. No oath. Signer need not sign in the notary's presence.
- Jurat: Signer must sign in the notary's presence AND take an oath/affirmation that the statements are true. Used for affidavits and sworn statements.

Memory hook: Jurat = "I swear it's true" (oath + sign in front of you). Acknowledgment = "That's my signature" (no oath, prior signing OK).

Identifying the Signer

Positively identify every signer by personal knowledge OR satisfactory evidence — e.g., a current government-issued ID.

Must-Refuse / Prohibited Acts

- Signer not present: Never notarize unless the signer is physically present at the time of notarization.
- Self-interest: Don't notarize if you are a party to the document or have a direct financial/beneficial interest.
- No legal practice: A non-attorney notary may not give legal advice, charge for legal advice, or prepare legal documents for others.
- Refuse when: the signer appears coerced, does not understand the transaction, or cannot be identified.

Journal — What to Record

- Date and time of the act
- Type of act and type of document
- Name and address of each signer
- Identification method used

Official Seal — Required Contents

- Notary's name
- The words "Notary Public"

- The commissioning state
- The commission expiration date

Control rule: Keep your seal and journal under exclusive control — never let anyone else use them.

Official sources

- New York Department of State — Become a Notary Public: <https://dos.ny.gov/become-notary-public>
- New York State Legislature — NY Executive Law § 131 — Procedure of Appointment; Fees: <https://www.nysenate.gov/legislation/laws/EXC/131>
- New York State Legislature — NY Executive Law § 130 — Appointment of Notaries Public: <https://www.nysenate.gov/legislation/laws/EXC/130>

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