EVERY EXAM PREP · CHEAT SHEET

North Carolina Notary Cheat Sheet 2026

The night-before summary, built like the exam.

—	—	80%
Questions	Time limit	Passing score
$0	**North Carolina Departme…**	
Exam fee	Governing body	

Every figure on this sheet is from North Carolina's notary statute, G.S. Chapter 10B, or the notary rules in 18 NCAC 07, read on November 15, 2026. The section is given beside each one. The state publishes no outline and no question count for the exam, so none appears here.

The exam in five lines

- Pass mark: at least 80 percent of the questions (G.S. 10B-8(a)).
- Content: notarial laws, procedures, and ethics (G.S. 10B-8(c)).
- Comes with a classroom course of at least six hours, taken within the three months before applying (G.S. 10B-8(a)).
- Retest after a fail: only if the institution permits, within 30 days (18 NCAC 07C.0305).
- Renewal exam: on the Department's website, 30 minutes, up to 2 more attempts within 30 days (18 NCAC 07C.0602 to.0605).

Deadlines

What	How long	Section
Apply after finishing the course and exam	Within three months	18 NCAC 07C.0202
Take the oath at the register of deeds	No later than 45 days after commissioning	G.S. 10B-10(b)
Commission term	Five years	G.S. 10B-9
Earliest renewal application	10 weeks before expiration	G.S. 10B-11(a)
Renew after expiration without starting over	Within one year	G.S. 10B-11(c)
Report a change of address or phone	Within 45 days	G.S. 10B-50
Report a lost or stolen seal	Within 10 days of discovery	G.S. 10B-36(c)
Deliver the seal after expiration, resignation or revocation	Within 45 days	G.S. 10B-55(a)
Keep a journal after its last entry	At least 10 years	18 NCAC 07I.0212
No commission after release from prison, probation or parole	10 years	G.S. 10B-5(d)(2)

Maximum fees (G.S. 10B-30 and 10B-31)

Act	Maximum
Acknowledgment, jurat, verification or proof	$10 per principal signature

Source: North Carolina Department of the Secretary of State · Last verified November 16, 2026

Oath or affirmation, no signature	$10 per person
Electronic acknowledgment or jurat	$15 per principal signature
Remote notarization	$25 per principal signature
Travel	Federal business mileage rate, agreed in writing beforehand
Absentee ballot application or certificate	No fee allowed

Fee schedule: English, 10-point type or larger (G.S. 10B-32).

The three acts (G.S. 10B-3)

Act	Key test
Acknowledgment	Signer appears and either signs in front of the notary or says the existing signature is theirs
Oath or affirmation	Vow of truthfulness on penalty of perjury; the jurat is its certificate
Verification or proof	A witness, not a party or beneficiary, swears to the principal's signature

Identification (G.S. 10B-3)

- Personal knowledge: dealings over time that remove every reasonable doubt.
- One document: current, government-issued, photograph, plus signature or physical description.
- One credible witness: knows the signer, is personally known to the notary, has no stake in the transaction.

Seal (G.S. 10B-36 and 10B-37)

- Name exactly as commissioned, “Notary Public”, county, North Carolina.
- Round: 1 1/2 to 2 inches. Rectangular: up to 1 inch by 2 1/2 inches.
- Near the signature, same page as the certificate text, after the act.
- Never lent, never left with an employer.

Journal

- Traditional notary: optional (G.S. 10B-38). Electronic notary: required (18 NCAC 07I.0101).
- If kept on paper: bound, numbered pages, permanent ink, chronological, the notary's entries only.

Crimes and discipline (G.S. 10B-60; 18 NCAC 07B.0603 and.0608)

Conduct	Result
No personal appearance, or no proof of identity	Class 1 misdemeanor
Acting on an expired, suspended or restricted commission	Class 1 misdemeanor
Notarizing knowing the act is false or fraudulent	Class I felony
Unauthorized use or destruction of a seal or notarial records	Class I felony
Notarizing your own signature	Mandatory revocation
Longest suspension	24 months

Traps in the statute's wording

- “May” keep a journal. Optional for a traditional notary, required for an electronic one.
- Per signature, not per document. Two signers on one deed is two fees.
- Signed earlier is fine for an acknowledgment. The signer may acknowledge a signature already made.
- A defective seal does not void the act, but it is still a violation of the notary's duties.
- Moving counties changes nothing until the commission expires: same seal, same commission.
- The credible witness must be known to the notary, not just to the signer.
- A non-attorney notary does not choose the certificate.
- A photograph cannot be certified; an affidavit attached to one can be notarized.

Commissioning checklist

1. Buy the current manual.
2. Complete the six-hour course and pass its exam.
3. File the application with the $50 fee within three months.
4. Wait for the notice of appointment.
5. Take the oath at the register of deeds within 45 days.
6. Only then order the seal, showing your commission to the vendor.
7. Perform no notarial act before the oath.

Electronic, remote and emergency video (as of November 15, 2026)

- Electronic notary (G.S. 10B-106 to 10B-108): register first; course of at least four hours; $50 registration fee.
- Remote (G.S. Chapter 10B, Part 4A; 18 NCAC 07H): notary physically in North Carolina, licensed platform, recording required, no credible witness, no verification or proof.
- Emergency video (G.S. 10B-25): expires 12:01 A.M. July 1, 2027 or when the first platform license is issued; identification needs both signature and physical description; journal kept 10 years.

Official sources

- North Carolina General Assembly — North Carolina General Statutes Chapter 10B — Notaries: https://www.ncleg.gov/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_10B.html
- North Carolina Office of Administrative Hearings — 18 NCAC 07 — Notary Public Division rules: http://reports.oah.state.nc.us/ncac/title%2018%20-%20secretary%20of%20state/chapter%2007%20-%20notary%20public%20division/chapter%2007%20rules.pdf
- North Carolina Department of the Secretary of State — Notary renewal steps (reappointment sign-in page): https://www.sosnc.gov/online_services/notary/reappointment

Free practice questions for this exam: www.everyexamprep.com/exams/nc-notary/practice-test