

STATE OF NEBRASKA ■ SECRETARY OF STATE'S OFFICE
1445 "K" ST. • STATE CAPITOL SUITE 1301 • LINCOLN, NE • 68509
BUSINESS SERVICES DIVISION

Corporations
P.O. BOX 94608
(402) 471-4079

Uniform Commercial Code
P.O. BOX 95104
(402) 471-4080

Notary
P.O. BOX 95104
(402) 471-2558

JOHN A. GALE
Secretary of State

JUDY JOBMAN
Deputy Secretary of State

June 1, 2010

Notary Testing Procedure

- ❖ The written examination will be a take home, open book type test.
- ❖ The test must be completed by the applicant, who will swear an oath that they completed the test without assistance from others. **Note:** If it is suspected that collusion has occurred when taking the test by employees from a single workplace, the employer will be notified, an investigation will be required, and applicants may be prohibited from becoming a commissioned Notary.
- ❖ Answers must be hand marked—no machine marked or pre-printed tests will be allowed.
- ❖ There will be 20 questions on the test, multiple choice and true or false. Applicant may miss no more than 3 questions to pass.
- ❖ The test is available **only** from the Secretary of State's Office via regular mail and can only be mailed to the applicants home address and may not be downloaded.
- ❖ You may request the test and application via e-mail, telephone, fax or regular mail.
The packet includes **only**:
 - a) Application form and instructions for completing the application
 - b) Bond form
 - c) Notary Handbook
 - d) United States Citizenship Attestation Form
- ❖ We prefer that you submit the test only and wait until you receive written notification from our office of your score on the test. If there is a problem with your application packet submission, all items will be returned to the applicant with instructions on what is incomplete (i.e. incomplete application or bond form, etc).
- ❖ Once you have successfully passed the test and have submitted your correctly completed Initial application, \$15,000 Surety Bond, \$30.00 commission fee for processing and the United States Citizenship Attestation Form to our office, upon issuance of your commission, you will receive a Commission Certificate via regular mail that you may take to any office supply store to order your Notary stamp.

If the applicant fails the test:

- ❖ Our office will send the second test out with the notification that the applicant did not pass the first test.
Note: Applicants may take the test two (2) times initially. The second test must be completed and passed within 60 days of the initial failure. If the applicant fails the second test, they must wait six (6) months (from the date the first test was failed) before trying again. The applicant must contact the Notary office and request that the third and final test be sent. The applicant has only three attempts to pass the examination.

- ❖ Applicants will only be advised that they passed or failed and the score they received on the test(s) in a written confirmation letter sent by mail. (Actual tests taken will not be returned to the applicant.)
- ❖ Applicants are **not required** to use a Notary Association when applying to be a Nebraska Notary.
Please use this ADDRESS: Notary Division, P.O. Box 95104, Lincoln, NE 68509