

Course Outline

- Section 1 – Introduction
 - Important Information
 - Study Materials and References
 - HRS 456
 - HRS Chapter 5-11
 - Notary Public Manual
 - Hawaii Notary Website
 - Department of the Attorney General
- Section 2 – General Information
 - What is a notary public
 - Why are documents notarized
 - Qualifications to become a notary public
 - Can companies limit notary public hours for the general public
 - Government Notaries
 - Notary Public Special Fund
 - Appointment and Tenure
 - How long is your commission valid
 - When to renew your commission
 - Personal Representatives and Repositories for Notary Journals
 - Notary Public Bond
 - Notary Authentication of Acts
 - State Authentication of Notarial Acts
 - Section 2 quiz
- Section 3 – Becoming A Notary Public
 - Steps to Become a Notary Public
 - Submitting Your Application
 - What is needed
 - Where to send it
 - Registering for the Exam
 - Study for the Exam
 - Receiving Your Commission Packet
 - Obtaining Your Bond, Seal, and Notary Supplies
 - Obtaining Additional Notary Supplies
 - Registering your Bond, Seal, and Official Signature
 - Where to register
 - Where can you notarize
 - Review Period
 - Denial, Revocation, Suspension
 - Examples of errors notaries can be penalized for

- Reasons for Denial, Revocation, and Suspension
 - Section 3 Quiz
- Section 4 – The Many Parts of a Notarization
 - Verification of Identity
 - Personally known
 - Use of Passport, Driver's License, or State ID card
 - Use of other government issued photo identification
 - Credible witness
 - Requiring additional information
 - Failure to Verify Identity and Signature
 - Signature by Mark
 - Signature By Notary
 - Signature by Power of Attorney
 - Corrections and Cross Outs
 - When and where to initial
 - Record Journals
 - Record Journal Specifications
 - Record Journal Notary Information Page
 - Record Journal Documentation Pages
 - Examples of completing the documentation pages
 - Record Journal Retention
 - Jurisdiction
 - First Circuit
 - Second Circuit
 - Third Circuit
 - Fifth Circuit (not a typo)
 - Fourth Circuit (not a typo)
 - Venue
 - First Circuit
 - Second Circuit
 - Third Circuit
 - Fifth Circuit (not a typo)
 - Notary Seal
 - What is required in it
 - Size Requirements
 - Shape and design
 - Official Notary Signature
 - Notary Certificates
 - Type 1
 - Type 2
 - Type 3
 - Notary Certificate Type 1
 - When and how to use
 - Example
 - Notary Certificate Type 2
 - When and how to use

- Example
 - Comparison of Type 1 and Type 2
 - Notary Certificate Type 3
 - When and how to use
 - Example
 - Comparison of Type 1 and Type 3
 - Commission Expiration
 - When to include your commission expiration statement on a notarial act
 - Section 4 quiz
- Section 5 – Types of Notarial Acts
 - Acknowledgments
 - Key parts of an Acknowledgment
 - Example of a completed acknowledgment
 - Oaths, Affirmations, and Affidavits
 - Oaths
 - Defining and examples
 - Affirmations
 - Defining and examples
 - Explaining the difference between Affirmation and Oath
 - Affidavits
 - Defining and examples
 - Explaining the difference between an Affidavit and an Oath or Affirmation
 - Key parts of an Affidavit
 - Example of completed Affidavit
 - Depositions
 - Defining what a deposition is
 - How is a deposition different from an Oath, Affirmation, or Affidavit
 - Example of a deposition
 - Protests
 - Defining what a Protest is
 - Noting a Protest
 - Giving example of noting a protest
 - Section 5 Quiz
- Section 6 – General Practices, Fees, and Liabilities
 - Criminal and Civil Liability
 - Errors and Omissions Insurance
 - Notary Dos and Don'ts
 - Fees Charged by Notaries
 - Fees Charged to Notaries
 - Frequently Used Notary Supplies
 - Section 6 quiz
- Section 7 – Example Notarizations
 - Acknowledgment Example
 - Acknowledgment by Attorney In Fact with Notarial Certificate Written In
 - Affidavit (Jurat)

- Affidavit with Notarial Certificate Written In
- Final Exam