



## France Gélinas

La députée de Nickel Belt MPP

### Commissioner of Oaths

#### What is a Commissioner of Oaths?

A Commissioner of Oaths is a person who is authorized by the Province of Ontario to take an oath when an individual signs an affidavit or statutory declaration.

#### Fee - \$0

We do not charge a fee to commission your Affidavit or Statutory Declaration. However, my staff are bound by their responsibilities as a Commissioner of Oaths, and **I have authorized them to refuse to commission any document at their discretion.**

Note: if a Commissioner of Oaths is unsure about the identity of the person or the content of the document for any reason, the Commissioner of Oaths may refuse to sign the document.

#### We DO NOT provide the services of a Notary Public

A Notary Public is a person authorized by the *Notaries Act* to commission documents, certify or notarize documents as true copies and to verify signatures. The requirements to become a Notary Public are stricter than for a commissioner and a **Commissioner of Oaths can not sign on behalf of a Notary Public.**

#### Documents that can be signed

My staff that have been designated to serve as Commissioners of Oaths can sign documents at their discretion, including but not limited to the following:

- Proof of residency
- Transfer of vehicle ownership
- Pension plan and insurance claim documents
- Statutory declarations on government-related forms
- OSAP related documents
- Travel letters and permissions (*if not otherwise specified*)

Constituency Office  
Hanmer Valley Shopping Center  
5085 Hwy 69 N, Unit 15  
Hanmer, ON P3P1P7

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5085 route 69 N, Unité 15  
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### Documents that cannot be signed

The Commissioner of Oaths at my office **are not authorized** to sign documents related to:

- Any forms related to a medical matter
- Wills, testaments, and estates
- Powers of Attorney
- Divorce, separation, and custody
- Real estate
- Court documents or any documents related to court proceedings
- Any other documents requiring a Notary Public

### Before coming in:

Please contact my office in advance. We can help to confirm if your document can be signed by a Commissioner of Oaths. We can also confirm when a Commissioner of Oaths from my office will be available.

You will need to bring a **valid photo identification**. The identification must show your photo, full name, and signature.

**Do not sign the document before arriving.** The document(s) to be commissioned must be signed in the presence of a Commissioner of Oaths.

Before the Commissioner of Oaths can sign your document(s), they must be completed in full. You can complete this at home or at our office. We can not commission a blank or incomplete form.

### Your responsibility

If you are signing a legal document that requires your oath, the content of that document is your sole responsibility. When you are making an oath, you are known as the “declarant” – the person whose signature is being commissioned to ensure the content of the affidavit.

As a declarant, you must understand the details in the document to which you are attesting, and you must understand that, by swearing an oath, you are attesting that those details are correct.

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