

**COMMISSIONING SERVICE FOR OATHS AND AFFIDAVIT POLICY**

Department: Clerk

Policy Number: 003-2024

Effective Date: January 17, 2024

Legislative Authority: Commissioners for Taking Affidavits Act & O-Reg 386/12

Approved by: Chief Administrative Officer

Review Period: Every three years

**Purpose**

This document is to provide transparency to the public as to the types of documents municipal staff will commission when swearing an oath for affidavits.

**Notary Public**

A Commissioner of Oaths, also known as a Commissioner for Taking Affidavits, is not the same as a Notary Public. A Notary Public has much broader authority. If your document requires the signature of a Notary Public, or you require certified copies of documents, then you will need to contact a lawyer or a Notary.

**Commissioning documents**

The person signing the affidavit must appear before the Commissioner and must show proof of identity via Government issued photo identification such as a driver’s licence, or passport. The person signing the affidavit must sign the document in the presence of the Commissioner.

There is no guarantee that a document can be commissioned until the document is seen by the Commissioner.

The Commissioner cannot witness documents where there is a requirement to personally know the person for a certain length of time, ie. Passport Guarantor unless the Commissioner has in fact known the person for a certain length of time.

**Fee**

A fee is charged per document to be commissioned according to the Fees and Charges By-law in effect at the time of signing.

Individuals who reside in the municipality who require a Domestic and Foreign Pension document also known as Proof of Life are not charged a fee for commissioning.

Applicants on planning or development documents related to a matter in the municipality are not charged a fee for commissioning.

Documents the Township will Commission (including but not limited to):

* Township of Wellington North generated documents
* Domestic and Foreign Pension document also known as Proof of Life
* Canadian Citizenship forms
* Delayed Statement of Live Birth
* Adult Name Change
* Vehicle transfer of ownership to a family member-both parties must be present
* Child Travel Consent
* Invitation letters for a visitor's VISA
* Immunization exemption document
* Statutory Declaration of Lost Identification
* Statutory Declaration for OSAP – Statement of Common Law Status/Supporting Children
* Amendment to Birth/ Death/ Marriage Certificate forms
* Affidavit of Proof of Loss of Motor Vehicle/boat (from an insurance company)
* Affidavit of Proof of Residency
* Travel Industry Council of Ontario - Affidavit of Customer Claimant

Documents the Township cannot Commission:

* Wills, Living Wills, Codicils to Wills or Estate Settlement documents
* Power of Attorney
* Divorce, separation, marriage or cohabitation documents
* Custody documents
* Documents related to debt
* Real Estate documents
* Court, Legal or Civil issue related documents
* Declaration or Claimant and Indemnity
* Statutory Declaration of Progress Payment Distribution – Holdback Security Deposits
* Statement of Arrears
* Certified True Copies
* Declaration of a Translator
* Age of Majority or BYID Card Application
* Documents requiring the signature of a Notary Public, Canadian and Foreign
* Any document that does not have an English translation