

Commissioner for Oaths:

- Are not permitted to commission consent letters for minors travelling abroad.
- Is not a Notary Public. If your paperwork requires a Notary Public, we are unable to provide this service.
- Is unable to provide legal advice or directions on how to complete paperwork. If you have questions regarding the paperwork or how to fill it out correctly, you should consult a lawyer.
- Is unable to provide residents with certified true copies. Legislation in Alberta does not provide Commissioners with this power. Some provinces do allow a Commissioner for Oaths to certify photocopies but the legislation in Alberta does not provide a Commissioner with those powers. Although your paperwork may say that a Commissioner for Oaths can provide you with a certified copy, in Alberta they cannot. You may wish to inquire at a lawyer's office to see if this is a service they provide.
- Is unable to commission ANY passport documentation.
- Is unable to commission forms dealing with waiving rights under the Dower Act or insurance documents requiring the waiving of rights.
- Is unable to commission forms that do not contain an oath or jurat.
- Is only for documents to be used within the Province of Alberta. If your paperwork is not being filed or used within the Province of Alberta, you will need to see a Notary Public or a Federal Commissioner for Oaths - even if your paperwork states that a Commissioner for Oaths can administer the Oath.

Preparation for Commissioning Documents:

- Bring **photo identification** with you.
- Have your paperwork completed.
- Be prepared to sign all documentation in the presence of the Commissioner for Oaths at the time the Oath is given. The Commissioner for Oaths may refuse to administer the Oath, if it is not signed in their presence.
- Bring any exhibits for your paperwork, if required.
- If your paperwork requires a witness to your signature, your witness must be present with you at City Hall to complete the Affidavit of Execution. If the Affidavit of Execution stipulates that the witness must personally know you, please ensure the witness is someone who is acquainted with you.
- A Commissioner for Oaths is not the same as a witness.