
Resident's Guidelines Commissioners for Oaths

Notaries Public and Commissioners for Oaths in Alberta are governed under the Notaries and Commissioners Act 2013.

Please note that Town of Bowden Councillors, including the Mayor, do not hold the office of Notary Public.

Please check carefully if have documents that must be notarized.

If so, then you must contact a lawyer who is a member of the Law Society of Alberta.

COMMISSIONERS FOR OATHS

Commissioners for Oaths can:

- *administer oaths*
- *take and receive affidavits, affirmations, or declarations*
- *attest (bear witness to) oaths, affidavits, affirmations, or declarations*

A Commissioner for Oaths administers oaths, and takes and receives affidavits, declarations, and affirmations that will be used in Alberta.

An oath is a solemn declaration accompanied by swearing to a supreme being or something sacred to the person taking the oath that a statement is true.

Oaths are often used to confirm a written statement, known as an affidavit, for use in court, estate, or land title transactions.

DOCUMENTATION

Please ensure:

- *you check the requirement carefully (if the documentation requires a Notary Public then it cannot be submitted).*
- *all documentation supporting the request must be made available for inspection by the Commissioner for Oaths*
- *If a document requires a likeness to be verified then other supporting identification documentation must be submitted – ie: Government Photo ID, eg; Passport*

If all the documentation is in order and can be verified by a Commissioner for Oaths, then please arrange an appointment to be made by contacting the Town Administration Office.

There is no fee for this service.

It is your responsibility to ensure that for each document the Commissioner for Oaths legibly prints or stamps on the document:

- *their Name*
- *the Position of Office they hold*
- *the wording “A Commissioner of Oaths in and for Alberta”*
- *the date their commission expires*

and signs the document.

CODE OF CONDUCT FOR COMMISSIONERS FOR OATHS

An oath is a solemn declaration accompanied by swearing to a supreme being or something sacred to the person taking the oath that a statement is true.

A Commissioner for Oaths must:

- discharge all of the commissioner for oaths’ responsibilities with honesty, dignity and integrity,*
- treat all persons fairly, courteously and with respect,*
- provide services in a professional, ethical, and responsible manner,*
- comply with the terms and conditions of the commissioner for oaths’ appointment,*
- comply with the:*
 - Notaries and Commissioners Act*
 - applicable regulations under the Notaries and Commissioners Act,*
- any other law or directives that govern the conduct of commissioners for oaths in the discharge of their responsibilities, and any direction issued to the commissioner for oaths under section 22 of the Act,*
- act in a manner that maintains and upholds the honour and reputation of the office of commissioner for oaths,*
- maintain up to date knowledge on the law and directives governing the duties and conduct of commissioners for oaths,*
- hold in strict confidence all information of a confidential nature that comes to the commissioner for oaths’ knowledge, except as is required to perform the services of the commissioner for oaths or as otherwise required by law.*

A Commissioner for Oaths must not:

- mislead or attempt to mislead anyone in the discharge of the commissioner for oaths’ responsibilities,*
- participate in the preparation or delivery of any document that is false, incomplete, misleading, deceptive, or fraudulent*
- participate in the preparation or delivery of any document that has the appearance of being validly issued by a court or other legitimate authority but is not, is intended to or has the effect of deceiving any person, or otherwise is lacking valid legal effect.*

FURTHER INFORMATION

For further information contact:

Official Documents & Appointments
111, 9833 – 109 Street
Edmonton, Alberta, T5K 2E8
Tel: 780.427.5981
e-mail: official.documents@gov.ab.ca