

## COMMISSIONER FOR OATHS (CFO)

### Are there minimum criteria to apply to become a Commissioner for Oaths?

Yes, you must:

- Be at least 18 years of age.
- No criminal record.
- Be a Canadian citizen or permanent resident.
- Have an employment or volunteer position that requires you to take oaths, affirm affidavits or witness statutory declarations.

### What type of documents can a Commissioner for Oaths witness?

A Commissioner for Oaths can take an oath, affirmation or statutory declaration from a person who is signing an affidavit or statutory declaration that is staying within Manitoba.

**Note:** Before agreeing to take an oath, affirmation or statutory declaration, ensure you understand the type of document and your authority under [The Manitoba Evidence Act](#) applies.

### Can a Commissioner for Oaths notarize, certify or verify documents/copies?

No. Only a Notary Public can notarize, certify or verify documents/copies.

### Can a commissioner for Oaths charge a service fee?

No.

### Where do I find a Commissioner for Oaths to take my oath, affirmation or statutory declaration?

Organizations may provide Commissioner for Oaths services for their existing clients such as financial institutions, insurance agencies, accountants, MLA or MP constituency offices, etc. Please connect directly with them to confirm.

### How do I take an oath, affirmation or statutory declaration?

Once a Commissioner for Oaths is appointed, they may refer to the document called ***Taking Oaths, Affirmations and Statutory Declarations*** available on our [website](#).

### Is a stamp required?

No. You may purchase a stamp if you choose. Be advised that Commissioner for Oaths cannot use a seal.

### Will I receive a renewal notice when a Commissioner for Oaths expires?

No. Your appointment expires after 2 years. Our application/renewal form is available on our [website](#).

### Do I always have to write my expiry date each time I sign as a commissioner?

Yes.

### My name, address or employer has changed, how do I update it?

Submit a ***Notice of Change*** form by mail or email on our [website](#).

### Are there different types of Commissioner for Oaths appointments?

Yes. **Inside** – for witnessing Manitoba documents in Manitoba. **Outside** – for witnessing Manitoba documents outside of Manitoba, returning therein.