

Instructions for a Commissioner for Oaths Application Under The Manitoba Evidence Act



IMPORTANT INFORMATION:

- A Commissioner for Oaths, once appointed, can take or receive the oath or affirmation from a person who is signing an affidavit or statutory declaration. The documents must be Manitoba documents, staying in Manitoba.
- A Commissioner for Oaths **cannot certify** or **verify** documents (they cannot make a photocopy of an original document and state that it is a true copy of the original).
- A Commissioner for Oaths cannot witness Enduring Power of Attorney forms.

TO APPLY:

- Complete the application for appointment as Commissioner for Oaths.
- Ask your employer for the names of the documents you will be witnessing and include this information on the application form.

COMPLETE THE OATH OF OFFICE FORM:

This form should be signed in the presence of another Commissioner for Oaths.*

- Print your name and address at the top of the form.
- Sign your name on the right-hand side.
- A Manitoba Commissioner for Oaths or a Notary Public must witness your signature and complete the left-hand side of the form.

*A Commissioner for Oaths can usually be found in Real Estate, General Insurance, and Professional Accountants offices and M.L.A (Member of the Legislative Assembly) and M.P. (Member of Parliament) constituency offices. They can also be found at Rural Post Offices and Rural Municipal Offices. You should call the Commissioner for Oaths first to make an appointment

RETURN THE FOLLOWING FORMS TO OUR OFFICE:

- Completed original application form, signed and dated. **We cannot accept double-sided forms.**
- Oath of Office form properly witnessed by another Commissioner for Oaths.
- Cheque, Money Order, or Credit Card Payment for **\$50.00**. Be sure your cheque, made payable to the **Minister of Finance**, is filled out correctly. **(If your office sends applications and renewals together, please send two separate cheques).**

WE WILL SEND YOUR OFFICE:

- Certificate of Appointment (if your application is approved)
- [Guidelines for Commissioners for Oaths](#)

EXPIRY DATE:

- Your appointment will expire two years from the appointment date shown on your certificate.
- Your appointment may be renewed **six months before** the expiry date. You are responsible for renewing your appointment **before it expires**. You will **not** receive a renewal notice.

Any Questions?

Telephone: (204) 945-2654 **Fax:** (204) 945-1459

Toll Free in Manitoba: 1-866-323-4249

E-Mail: comforoath@gov.mb.ca

Hours: 8:30 – 4:00 Monday to Friday

Website: <http://www.companiesoffice.gov.mb.ca/commissioner.html>

Where to Send the Forms and Fees

Commissioner for Oaths/Notary Public

Woodsworth Building

1034-405 Broadway

Winnipeg, MB R3C 3L6

**Commissioner for Oaths Application
Under The Manitoba Evidence Act**



The personal information you give on the application is being collected under The Manitoba Evidence Act. It will be used to determine and record your appointment. It is protected by The Freedom of Information and Protection of Privacy Act.

Please complete in full

(First Name)	(Middle Names in Full)	(Last Name)	
Home address: _____ (Apartment Number/Street Address)			
(Box Number)	(City/Town)	(Province)	(Postal Code)
Telephone Numbers:	(Home) (cell)	(Work) (Ext #)	
18 years or older:	Yes	No	
Canadian citizen:	Yes	No	If 'No', state country
Do you have a criminal record?	Yes	No	
Occupation/Position:			
Company Name of Employer:			
Business Address of Employer: _____ (Apartment Number/Street Address)			
(Box Number)	(City/Town)	(Province)	(Postal Code)
Examples of legal documents I will be signing as a Commissioner for Oaths are: Read information sheet before completing.			
1)			
2)			
(Signature of Applicant)		(Date)	

Return the following to this office:

- **Original application signed and dated with payment of \$50.00.**
- **Oath of Office form witnessed by another Commissioner for Oath.**
- Be sure your cheque or money order, made payable to the *Minister of Finance*, is filled out correctly.
- If paying by credit card, complete and return the attached *Payment Options* form with your signed documents.
- **If your office sends applications and renewals together, please send two separate payments.**

The original application must be mailed or delivered:

Commission for Oaths/ Notary Public

Woodsworth Building, 1034-405 Broadway, Winnipeg, MB R3C 3L6

Telephone Number: (204) 945-2654 Toll Free in Manitoba: 1-866-323-4249

OATH OF OFFICE

I, _____
(Print full legal name)

of _____
(Full Home Address)

do solemnly swear/affirm/declare that, on appointment and so long as I shall continue to hold office, will duly faithfully and to the best of my knowledge and ability, perform and fulfil the duties and requirements of the office of Commissioner for Oaths, without fear or favour.

So help me/God.

(Signature of Applicant)

Taken, subscribed and sworn/affirmed/declared before me at

_____ in the Province of _____
(City/Town)

this _____ day of _____ A.D. 20_____
(month)

Signature of Commissioner for Oaths/Notary Public

Print Name of Commissioner for Oaths/Notary Public

My Commission expires _____
(year/month/day)