

**Instructions for a Commissioner for Oaths Application
for Outside the Province of Manitoba
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.
- 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 who has an *Outside Appointment* or a Notary Public.

- Print your name and address at the top of the form.
- Sign your name on the right-hand side.
- Have a Commissioner for Oaths with an Outside Appointment or a Notary Public witness your signature and complete the left-hand side of the form.

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 Outside Commissioner for Oaths or Notary Public.
- Cheque, Money Order, or Credit Card Payment for **\$65.00**. Be sure your cheque is made payable to the *Minister of Finance* is filled out correctly. **(If your office sends applications and renewals together, please send two separate payments).**

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
For Outside the Province of Manitoba
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)	(Work)
	(Cell)	(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)
Examples of documents I will be signing as a Commissioner for Oaths are:		
Read instructions sheet before completing.		
1)		
2)		
_____	_____	
(Signature of Applicant)	(Date)	

Return the following to this office:

- **Original application signed and dated with payment of \$65.00.**
- **Oath of Office form witnessed by an outside Commissioner for Oath or Notary Public.**
- 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 Outside the Province of
Manitoba For Use Therein or Notary Public

Print Name of Commissioner for Oaths/Notary Public

My Commission expires _____
(year/month/day)