



EXAMINATION COMMISSIONER FOR OATHS

In order to complete this examination, you will require the Information and Instructions Booklet for Commissioners for Oaths, as well as a copy of the Northwest Territories *Evidence Act*.

The most up to date version of the Information and Instructions Booklet for Commissioners for Oaths may be obtained at: <https://www.justice.gov.nt.ca/en/commissioners-for-oaths/>. The *Evidence Act* may be obtained on our website at www.justice.gov.nt.ca under "Legislation", or by contacting Canarctic Graphics at (867) 873-5924.

Name of applicant

(provide your legal name as it will appear on your appointment certificate)

Date

(month/day/year)

1) What is a Commissioner for Oaths?

2) What legislation controls the appointment of a Commissioner for Oaths in the Northwest Territories?

3) Can a Commissioner for Oaths swear an oath for use outside of the Northwest Territories?

4) Can a Commissioner for Oaths certify true copies of documents?

5) What is the length of the term of appointment for a Commissioner for Oaths?

6) What is an Affidavit?

7) What is a Statutory Declaration?

8) What is the procedure for swearing an affidavit?

9) If the person swearing to an Affidavit or making a Statutory Declaration is blind or illiterate, what procedure should the Commissioner for Oaths follow?

10) What is the “jurat”?

11) What information, if any, must be included in the jurat?

12) Under what circumstances can a person affirm rather than swear a document?

13) If there are alterations to an Affidavit or Statutory Declaration (strike-outs, write-ins, interlineations, erasures, etc.), what should be done?

14) Can your commission be revoked?

yes no

15) Must you include the expiry of your commission when swearing a document?

yes no

16) Are you required to inform the Administrator of the Commissioner for Oaths Program of any changes in address or employment?

yes no

17) Can an Affidavit be sworn, or a Statutory Declaration made, when the individual swearing is not present?

yes no

18) If your answer to question 17 was “yes”, explain what circumstances would justify this action.

This examination must be completed if you are a **new applicant** wishing to become a Commissioner for Oaths, or if you were previously a Commissioner for Oaths and **more than one year has passed** since the expiry of your appointment.

- Forms may be filled out by typing or printing neatly.
- Together with an **originally signed application** and the **fee of \$150.00**, please mail or deliver by hand to:

Administrator, Commissioner for Oaths and Notaries Public Program

Government of the Northwest Territories, Dept. of Justice

1st Floor Stuart M. Hodgson Building

5009 49th Street, PO Box 1320

Yellowknife NT X1A 2L9 Canada

Phone: 1(867) 767-9304

Fax: 1(867) 873-0243

Toll Free: 1(877) 743-3302

Email: corporateregistries@gov.nt.ca

Hours of Operation: 9:30 AM to 4:00 PM Monday to Friday

Website: <https://www.justice.gov.nt.ca/en/commissioners-for-oaths/>