



Government of Northwest Territories
Gouvernement des Territoires du Nord-Ouest

Commissioner for Oaths

Information and an Instructional Guide

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This guide is prepared for individuals who are applying to become a commissioner for oaths and those who are already appointed as a commissioner for oaths. It is not legal advice and if you need legal advice, please contact a lawyer.

If anything in this guide is inconsistent with the *Evidence Act*, *Rules of Court*, or any other *Act* or *Regulation* in force in the Northwest Territories; that legislation prevails.



SECTION 1 – How to Apply

Getting started:

1. Ensure that you have the most up to date version of the Application form, the examination, and the Information and Instructions Booklet, which may all be obtained here: <https://www.justice.gov.nt.ca/en/commissioners-for-oaths/>.
 2. You must read the relevant parts of the Northwest Territories *Evidence Act*, which can be obtained online at: <https://www.justice.gov.nt.ca/en/legislation/>, or from the Territorial Printer at territorialprinter@gov.nt.ca.
- Typically, it takes between 3 to 5 weeks for applications to be processed.
 - If your application is approved, our office will send an information letter together with your Certificate of Appointment, issued under the Northwest Territories *Evidence Act* to your place of work.

Submission of documents:

1. Forms must be filled out by typing or legible handwriting.
2. Carefully complete the Commissioner for Oaths application; the **originally signed** form must either be mailed in or dropped off by hand.
3. The examination must also be completed if you are a new applicant, or if you were previously a Commissioner for Oaths and more than one year has passed since the expiry of your appointment.
4. You must answer every question correctly for your application to be accepted. The answers to every question are contained in the legislation or the Guide.
5. Together with the fee of \$150.00, your completed documents must be mailed in or delivered to the Legal Registries Office.

Contact information:

Administrator, Commissioner for Oaths and Notaries Public Program
Legal Registries, Government of the Northwest Territories
1st Floor Stuart M. Hodgson Building
5009 49th Street, PO Box 1320
Yellowknife NT X1A 2L9 Canada
Hours of Operation: 9:30 AM to 4:00 PM Monday to Friday

Phone: 1(867) 767-9304 Fax: 1(867) 873-0243
Toll Free: 1(877) 743-3302 Email: corporateregistries@gov.nt.ca

Website: <https://www.justice.gov.nt.ca/en/notaries-public/>



SECTION 2 – General Information

Commissioners for Oaths have an important role to play in the proper completion of legal documents in the Northwest Territories. **It is of the utmost importance that Commissioners comply with the statutory requirements** regarding the administration of oaths and the taking of affidavits.

A Commissioner for Oaths may administer oaths and take and receive affidavits, statutory declarations, and affirmations for use within the Northwest Territories. A Commissioner for Oaths may **not** certify true copies of documents and may **not** sign documents for use outside of the Northwest Territories.

Terms of Appointment:

Under section 73 of the *Evidence Act*, the Minister of Justice appoints Commissioners for Oaths.

Paragraph 76(1) of the *Evidence Act* states that appointments are made for a three-year period; however, as subsection 76(2) allows an appointment to be limited in terms of area, duration, or purpose, not all appointments need to be for three years. Pursuant to section 86, a person's appointment can be revoked at any time.

Appointments made for three years expire at midnight on the last day of the third year from when they are made. For example, an appointment made on August 01, 2020 would expire at midnight on August 01, 2023. An individual may apply to renew the appointment by sending a completed application, examination, and prescribed fee to the Office of the Administrator.



SECTION 3 - Authority

Subsection 65(1) of the *Evidence Act* allows the following persons to administer oaths, affidavits, affirmations, or statutory declarations for use in the Northwest Territories may be administered, sworn, affirmed, or made within the Territories before:

- a. a judge of the Supreme Court, territorial judge, or justice of the peace in the Northwest Territories within their jurisdiction.
- b. the clerk or deputy clerk of the Court.
- c. a commissioner for taking oaths within the Territories.**
- d. a notary public appointed for the Territories.
- e. a barrister or solicitor duly admitted and entitled to practice as such in the Territories.
- f. a sheriff; or
- g. a member of the Royal Canadian Mounted Police.



SECTION 4 – Your Appointment

Expiry and renewal of your appointment:

Your appointment will expire three years after the appointment date shown on your certificate of appointment. The exact date of expiry will be noted in the information letter which accompanies your certificate.

You are responsible for renewing your appointment before it expires; you will receive a renewal notice by email 90 days prior to your expiry date. Ensure that your contact information is up to date with the administrator for the Commissioner for Oaths and Notary Public Program. Keep in mind that the application and **renewal process may take 3 to 5 weeks**. To renew your application:

1. Ensure that you have the most up to date version of the Application Form, the Examination, and the Information and Instructions Booklet, which may all be obtained here: <https://www.justice.gov.nt.ca/en/commissioners-for-oaths/>
2. Forms may be filled out by typing or legible handwriting.
3. To renew your appointment, you must carefully complete the Commissioner for Oaths application; you must still answer every question correctly for your application to be accepted.
4. The examination must also be completed if more than one year has passed since the expiry of your appointment.
5. The **originally signed** application form must either be mailed in or delivered by hand, together with the \$150.00 fee, and the examination, if applicable.

Individuals leaving the Northwest Territories permanently, or whose appointment is no longer required:

- a. If you are moving out of the Northwest Territories, but would like to keep your appointment, you must notify the Office of the Administrator of your new mailing address, employment information, and other contact information, via email, fax, or mail;
- b. If you no longer require your appointment, you may request that your appointment be revoked by notifying the Office of the Administrator via email, fax, or mail; or
- c. You may choose to take no action; in which case, your appointment will automatically expire three years after the appointment date shown on your certificate.



Change of Name:

If you change your name, you may elect to:

- a. Keep your signature the same as it was before your name change. In this case, your appointment will not have to be altered; or,
- b. Change your signature so it is the same as your new name. In this case, you will need to notify the Administrator of the Commissioner for Oaths/Notary Public Program so a new appointment can be issued. You must email, fax, or mail the Administrator a copy of:
 - A document that shows proof of a change in name (e.g. marriage license).
 - Your current Commissioner for Oaths appointment certificate; and
 - A letter clearly stating that you wish to change the name on your appointment certificate.

Change of employment or address:

To keep the official records current, changes in employment or address during the period that an appointment is held **must be reported** to the Administrator, Commissioner for Oaths and Notaries Public Program.

Fee for service:

A Commissioner for Oaths may choose to charge clients a reasonable fee for services according to the time required in each case to perform the duty requested by the clients.



SECTION 5 – Definitions

Affidavit	An affidavit is a written statement of facts that is verified by an oath or by affirmation of the person making the statement and is given before someone who is authorized to administer oaths or affirmations. Affidavits are often used in court as evidence.
Affirmation	An affirmation is a solemn declaration that the facts stated in an affidavit or statutory declaration are true.
Declarant	A declarant is a person who makes the declaration.
Declaration	A declaration is an open or formal announcement.
Deponent	A deponent is a person who is swearing to or affirming the truth of the contents of the document.
Jurat	<p>A jurat is the part of an oath, affirmation or statutory declaration that must be completed by the Commissioner for Oaths.</p> <p>A jurat is the part of an oath, affirmation or statutory declaration that must be completed by the Commissioner for Oaths. A jurat always includes:</p> <ul style="list-style-type: none">• the date of swearing, affirming, or declaring.• the place where the document was sworn, affirmed, or declared.• the name and signature of the Commissioner for Oaths before whom the document was sworn, affirmed, or declared; and• the expiry date of the Commissioner for Oaths’ appointment; or in the case of a lawyer, indication that the appointment does not expire. <p>The jurat also specifies whether the deponent or declaration swore an oath, affirmed, or declared that the document was true.</p> <ul style="list-style-type: none">• In the case of an oath, the jurat should include the words “Sworn before me”• In the case of an affirmation, the jurat should include the words “Affirmed before me”• In the case of a declaration, the jurat should include the words “Declared before me”
Oath	An oath is a formal declaration or attestation in support of a pledge or promise. An oath includes an affirmation.
Statutory Declaration	A statutory declaration is a document containing a statement that is sworn to when the person making the statement solemnly declares that it is true. A statutory declaration is made pursuant to the <i>Evidence Act</i> or <i>Canada Evidence Act</i> . It is used in situations where required by statute or regulation or where necessary but no court action has been commenced (if a court action has been started, an affidavit would be appropriate in accordance with the relevant <i>Rules of Court</i>).



SECTION 6 – Situations where the individual swearing is not present

Under **no circumstances** may a document be sworn when the individual swearing it is not present. Section 138 of the *Criminal Code of Canada* makes it **an offence** to sign a document as being sworn or declared before you when it was not. **The maximum penalty is imprisonment for two years.**

SECTION 7 – The NWT Evidence Act

The *Evidence Act* is the law from which you derive your authority as a Commissioner for Oaths; **it is important that you become familiar with this Act.** A copy of the *Act* may be obtained online at www.justice.gov.nt.ca, under “Legislation”, or by contacting the Territorial Printer at territorialprinter@gov.nt.ca.

Section 1 gives definitions of words used in the Act

Sections 20-23 give procedural details regarding oaths and affirmations

Sections 65-71 give information regarding oaths, affidavits, affirmations and statutory declarations and their role in court proceedings

Sections 73-78 give information about Commissioners for Oaths

Sections 79-85 give information about Notaries Public

Section 86 gives information about the revocation of appointments

Other legislation may provide for additional requirements specific for those purposes that a Commissioner for Oaths must follow.



SECTION 8 – How to administer an affidavit or statutory declaration

This section describes the steps you must take when administering an oath or affirmation for an affidavit, and the steps you must take when administering a solemn declaration for a statutory declaration. Affidavits and statutory declarations are used for the purpose of establishing legal rights or authenticating documents.

A person administering an oath, affirmation or solemn declaration may be called into court to establish that it was properly administered. **If the proper procedure is not followed, the document might not be legally valid.** As a result, it is imperative to follow the proper procedure in all instances.

It is also important to satisfy yourself that the person swearing the affidavit or statutory declaration understands their duty to tell the truth. Under the *Criminal Code of Canada*, **a person who makes a false affidavit or statutory declaration can face a maximum penalty of 14 years imprisonment.**

Under no circumstances may a document be sworn when the individual swearing it is not present. Section 138 of the *Criminal Code of Canada* makes it **an offence to sign a document as being sworn or declared before you when it was not. The maximum penalty is imprisonment for two years.**

Whether due to mental capacity or for any other reason, if you have reason to believe that the person does not understand the contents of the affidavit or statutory declaration or does not appreciate the significance of the oath, affirmation, or declaration, **you must not proceed.** The person wishing to make the affidavit or declaration should be advised to contact a lawyer and obtain independent legal advice.

The Commissioner for Oaths may wish to maintain a log or journal of the work they do in case they are ever questioned on the matter; they would have notes to help verify the matter.



Affidavits:

An affidavit is a document containing a statement that is verified by an oath or by affirmation of the person making the statement. **An affidavit may be authorized by statute or regulation.** This means that the statute or regulation says an affidavit must be used.

Affidavits are often used in court cases.

Affidavit by way of an oath:

An **oath** is a formal declaration or attestation in support of a pledge or promise. The manner of administering an oath for an affidavit can be found in sections 21(a), 21(b) and section 22 of the *Evidence Act*.

To administer an oath for an affidavit, you must:

1. Ensure that the wording in the introduction of the affidavit states “make an oath and say”.
2. Establish the identity of the person. If you do not personally know the person, ask if they are the one named in the affidavit and ask for identification**
3. Have the person read the affidavit out loud. If the affidavit is already signed, ask the person to **sign it again** in front of you.
4. Hand the person a Bible, an Old Testament, a New Testament, or a Quran; whichever applies to their religious beliefs. Alternatively, section 21(b) of the *Evidence Act* states that “an oath may be administered to any person in the manner and form and with the ceremonies that the person declares to be binding on their conscience”.
5. Address the person as follows: “Do you swear that the contents of this your affidavit are true, so help you God?” The person should respond by saying “I do”.
6. You must then complete the jurat.

** Two or more pieces of valid government-issued identification, at least one of which should be photo identification (passport, driver’s license, general identification card, etc.).



Example of an affidavit by way of oath:

Affidavit of Jane Doe

I, Jane Doe, of the City of Yellowknife in the Northwest Territories,
make an Oath and say: _____

(1)That ...
(2)That ...
(3)That ...

(Signature of Jane Doe)

Sworn before me at the City of
Yellowknife, in the Northwest
Territories, this ___ day of ___, 20__.

(Commissioner’s Signature)
A Commissioner for Oaths in and for the Northwest Territories.

(Commissioner’s stamp or printed name)
My commission expires on _____



Affidavit by way of affirmation:

An **affirmation** is a solemn declaration by a person who declines to take an oath. The manner of administering an affirmation for an affidavit can be found in section 23(1) of the *Evidence Act*.

Pursuant to section 23(4) of the *Evidence Act*, an affirmation has the same force and effect as swearing an oath. An affirmation is to be used if the person objects to being sworn; the person must state the circumstances for not wanting to be sworn, which **must** be one of the following:

- a. Conscientious scruples.
- b. Religious belief; or
- c. Taking an oath would have no effect on their conscience.

To administer an affirmation for an affidavit, you must:

1. Make sure that wording in the introduction of the affidavit states “solemnly affirm and declare”.
2. Establish the identity of the person. If you do not personally know the person, ask if they are the one named in the affidavit and ask for identification**
3. Have the person read the affidavit out loud. If the affidavit is already signed, ask the person to **sign it again** in front of you.
4. Address the person as follows: “Do you solemnly affirm and declare that the contents of your affidavit are true?”; the person should respond by saying “I do”.
5. You must then complete the jurat.

** Two or more pieces of valid government-issued identification, at least one of which should be photo identification (passport, driver’s license, general identification card, etc.).



Example of an affidavit by way of affirmation:

Affidavit of Jane Doe

I, Jane Doe, of the City of Yellowknife in the Northwest Territories, solemnly affirm and declare:

- (1) That ...
- (2) That ...
- (3) That ...

(Signature of Jane Doe)

I certify that Jane Doe satisfied me that she was a person entitled to affirm.

Affirmed before me at the City of Yellowknife, in the Northwest Territories, this ____ day of ____, 20 ____.

(Commissioner's Signature)
A Commissioner for Oaths in and for the Northwest Territories.

(Commissioner's stamp or printed name)
My commission expires on _____



Statutory Declarations:

A **statutory declaration** is made pursuant to the *Evidence Act* or the *Canada Evidence Act*. It is used in situations where statutes and regulations require the use of a statutory declaration or do not mention or do not allow the use of an affidavit.

To administer a solemn declaration for a statutory declaration, you must:

1. Establish the identity of the person. If you do not personally know the person, ask if they are the one named in the statutory declaration and ask for identification**
2. Have the person read the statutory declaration out loud. If the statutory declaration is already signed, ask the person to sign it again in front of you.
3. Address the person as follows: “Do you make this solemn declaration conscientiously believing it to be true and know that it is of the same force and effect as if made under oath?” The person should respond by saying “I do”.
4. You must then complete the jurat.

**Two or more pieces of valid government-issued identification, at least one of which should be photo identification (passport, driver’s license, general identification card, etc.).



Example of statutory declaration:

Declaration of John Doe

I, John Doe, of the City of Yellowknife, in the Northwest Territories, do solemnly declare as follows:

- 1.
- 2.
- 3.

and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

(Signature of John Doe)

Declared before me at the City of Yellowknife, in the Northwest Territories, this ___ day of ___, 20__.

(Commissioner's Signature)
A Commissioner for Oaths in and for the Northwest Territories.

(Commissioner's stamp or printed name)
My commission expires on _____



SECTION 9 - Jurats

This section provides examples of different types of jurats, and the steps you must take to complete the jurat in special circumstances. The **jurat** is the part of the oath, affirmation or declaration that must be completed by the Commissioner for Oaths.

A jurat always **includes**:

- The **date** of swearing, affirming, or declaring.
- The **place** where the document was sworn, affirmed, or declared.
- The **name** and signature of the Commissioner for Oaths before whom the document was sworn, affirmed, or declared; and
- The **expiry date** of the Commissioner for Oaths' appointment.

The jurat must also specify whether the person swore an oath, affirmed, or declared that the document was true.

- a. In the case of an oath, the jurat should include the words "**Sworn before me**"
- b. In the case of an affirmation, the jurat should include the words "**Affirmed before me**"
- c. In the case of a declaration, the jurat should include the words "**Declared before me**"



Jurats for affidavits:

Example of a jurat for an affidavit by way of oath:

Sworn before me at the City/Community/Hamlet/Town of _____
in the Northwest Territories this ____ day of ____, 20__.

(Signature of Commissioner for Oaths)
A Commissioner for Oaths in and for the Northwest Territories

(Name must be printed or stamped above)

My Commission expires _____

Example of a jurat for an affidavit by way of affirmation:

Affirmed before me at the City/Community/Hamlet/Town of _____
in the Northwest Territories this ____ day of ____, 20__.

I certify that Jane Doe satisfied me that she was a person entitled to affirm.

(Signature of Commissioner for Oaths)
A Commissioner for Oaths in and for the Northwest Territories

(Name must be printed or stamped above)

My Commission expires _____



Jurat for statutory declaration:

Example of a jurat for an affidavit by way of statutory declaration:

Declared before me at the City/Community/Hamlet/Town of _____ in
the Northwest Territories this ____ day of ____, 20__.

(Signature of Commissioner for Oaths)
A Commissioner for Oaths in and for the Northwest Territories

(Name must be printed or stamped above)
My Commission expires _____



Special circumstances:

Where the individual swearing is blind or illiterate:

If the person making the affidavit or statutory declaration is blind or illiterate, you must:

1. Follow the normal procedure of swearing, declaring, or affirming, then.
2. Read the document or ask someone else to read the document.
3. Ask the person if they understood what was read; and
4. Amend the jurat to reflect that the person is blind or illiterate, in a manner like the example below.

Example of amended jurat for an individual who is blind or illiterate:

As _____ is
(blind/illiterate) (Name of deponent or declarant)

(1) This (affidavit/statutory declaration) was read to him/her in my presence,

(2) They indicated that they understood what was read

(3) They (swore/declared) that the contents are true

(Signature of the Commissioner for Oaths)
A Commissioner in and for the Northwest Territories

(Name must be printed or stamped above)

My Commissioner for Oaths
Appointment expires _____



Where the individual swearing is hearing or speech impaired and requires a sign language interpreter:

If the individual making the affidavit or statutory declaration is hearing or speech impaired, and requires the assistance of someone who knows sign language to communicate on their behalf:

1. The sign language interpreter must be competent to interpret the contents of the affidavit or statutory declaration in sign language, and must be sworn using the following oath:

Example of jurat where the individual is a sign language interpreter:

“Do you swear that you well understand _____
(the type of sign language), that you will well and truly
interpret the contents of this affidavit/statutory declaration
to _____ (name of person) and that you will well
and truly interpret to him/her the oath/affirmation/solemn
declaration about to be administered to him/her, so help
you God.”

(Signature of the Commissioner for Oaths)
A Commissioner for Oaths in and for the Northwest Territories

(Name must be printed or stamped above)
My Commissioner for Oaths Appointment expires _____

Following this, the Commissioner for Oaths should:

1. Through the sign language interpreter, ask the individual to read the document. Alternatively, if the individual requires assistance, ask the sign language interpreter to interpret the document for them.
2. Through the sign language interpreter, confirm that the individual understands the contents of the affidavit.
3. The Commissioner for Oaths then verbally administers the oath, affirmation, or declaration, which the sign language interpreter then repeats in sign language to the individual swearing the document.



- The individual should then say “yes” or “I do”. The interpreter should translate this to the Commissioner for Oaths; and
- Amend the jurat to reflect that interpretation was required, in a manner like the example below.

Where the individual swearing is hearing or speech impaired and requires a sign language interpreter:

Sworn/Affirmed/Declared before me at the
City/Community/Hamlet/Town of _____ in the
Northwest Territories this ____ day of ____, 20 ____.

through the interpretation of _____
(Name of Interpreter)
of the city/community/hamlet/town of _____
(residence of interpreter)
in the province/territory of _____,
(residence of interpreter)
the said _____ having been first sworn truly and
(name of interpreter)
faithfully to interpret the contents of this
affidavit/affirmation/declaration to the deponent/declarant, and truly
and faithfully, to interpret the oath/affirmation/declaration about to be
administered to them.

(Signature of the Commissioner for Oaths)
A Commissioner for Oaths in and for the Northwest Territories

(Name must be printed or stamped above)
My Commissioner for Oaths
Appointment expires _____

In the case of an **affirmation or solemn declaration**, “so help you God” is omitted and replaced by an affirmation statement.



Where the individual swearing and the Commissioner for Oaths do not speak the same language:

In the case of an individual making the affidavit or statutory declaration not understanding the language which is spoken by the Commissioner for Oaths:

1. A person competent to interpret and translate the contents of the affidavit or statutory declaration must be sworn using the following oath:

“Do you swear that you well understand _____(the language of the person), that you will well and truly interpret the contents of this affidavit/statutory declaration to _____ (name of person) and that you will well and truly interpret to him/her the oath/affirmation/solemn declaration about to be administered to him/her, so help you God.”

(Signature of the Commissioner for Oaths)
A Commissioner for Oaths in and for the Northwest Territories

(Name must be printed or stamped above)
My Commissioner for Oaths
Appointment expires _____

In the case of an **affirmation or solemn declaration**, “so help you God” is omitted and replaced with an affirmation statement.

1. The Commissioner for Oaths then administers the oath, affirmation, or declaration in their own preferred or first language, and the interpreter repeats it to the individual swearing the document in the individual’s preferred or first language.
2. The individual should then say “I do” in their preferred or first language; the interpreter should translate this to the Commissioner for Oaths; and
3. Amend the jurat to reflect that interpretation was required, in a manner like the example that follows.



Example of jurat when the individual swearing and the Commissioner for Oaths do not speak the same language:

Sworn/Affirmed/Declared before me at the
City/Community/Hamlet/Town of _____ in the
Northwest Territories this ____ day of ____, 20__.

through the interpretation of _____
(Name of Interpreter)
of the city/community/hamlet/town of _____
(residence of interpreter)
in the province/territory of _____,
(residence of interpreter)
said _____ having been first sworn truly and
(name of interpreter) faithfully to interpret the contents of this
affidavit/affirmation/declaration to the deponent/declarant, and truly
and faithfully, to interpret the oath/affirmation/declaration about to be
administered to them.

(Signature of the Commissioner for Oaths)
A Commissioner for Oaths in and for the Northwest Territories

(Name must be printed or stamped above)
My Commissioner for Oaths
Appointment expires _____



Alterations:

If there are any alterations, cross-outs or erasures on an affidavit or statutory declaration:

1. The Commissioner for Oaths must place a check mark at the beginning and end of each change; and
2. the Commissioner for Oaths AND the deponent must initial on both sides of each change.

Changes to the jurat only need to be initialed by the Commissioner for Oaths.

- It is important to note that, unless changes are authenticated as described above, the affidavit or statutory declaration **may not be valid, and may be rejected.**

Example of alteration made to John Doe's affidavit:

"C.F.O." is used in place of the initials of the Commissioner for Oaths
"J.D." represents the deponent's initials

J.D. ✓ C.F.O ✓ fourth day of February ✓ C.F.O. ✓ J.D.
I did on the ~~fifth day of January~~, 2010

Reswearing, reaffirming, or redeclaring:

On rare occasions, an affidavit may require reswearing, reaffirming, or redeclaring. Any affidavit can be resworn if it has not been used, but a second jurat must be completed. This second jurat **must have the word “resworn”, “reaffirmed” or “redeclared”**.

Example of resworn/reaffirmed/redeclared jurat:

Resworn/reaffirmed/redeclared before me at the
City/Community/Hamlet/Town of _____ in the Northwest
Territories this ____ day of ____, 20__.



Exhibits:

Often, an affidavit or statutory declaration will contain documents or copies of documents, such as letters or records, which are attached as exhibits. The affidavit must state “attached to this my affidavit as Exhibit “A” is a true copy of (letter/record title)”.

A reminder, that a Commissioner for Oaths may only confirm that the exhibit(s) referred to in the affidavit are attached. A Commissioner for Oaths must not certify true copies of documents; only a Notary Public has this power.

Where there are exhibits attached to the affidavit, the Commissioner for Oaths should:

1. Confirm that the document attached to the affidavit is the exhibit; ask the person: “Is this the document referred to in your affidavit?”
2. Mark each exhibit as authenticated in a manner similar to the example below, ensuring that all information is filled in, and that the exhibit(s) are identified in the same way as identified in the affidavit (e.g. with numbers “1, 2, 3...”, or with letters “A, B, C...”).
Whenever possible, this should be on **a blank part of the exhibit or on the back of it.**

Example of a marked exhibit:

<p>“This is Exhibit (A, B, #1, #2 etc.), attached to this my affidavit/statutory declaration, referred to in the affidavit/statutory declaration of _____ _____sworn/affirmed/declared (Name of deponent or declarant) before me this ____ day of ____ 20 ____</p> <p>(Signature of Commissioner for Oaths) A Commissioner for Oaths in and for the Northwest Territories</p>



Two or more deponents or declarants:

In the case where an affidavit or statutory declaration is being sworn by more than one individual, the word “severally” should be placed at the beginning of the jurat:

Example of jurat when there are two or more individuals swearing:

Severally sworn/affirmed/declared before me at the
City/Community/Hamlet/Town of _____ in the
Northwest Territories this_day of, 20____.

(Signature of the Commissioner for Oaths)
A Commissioner for Oaths in and for the Northwest Territories

(Name must be printed or stamped above)
My Commissioner for Oaths Appointment expires

What must always be included in the jurat:

You **must** sign the document and clearly and legibly print (or stamp) your full name, as well as: “a Commissioner for Oaths in and for the NWT”, and the complete date (day, month and year) that your appointment expires.

Remember, the expiry date of your commission is three years after the date on which your certificate was issued. Section 78 of the *Evidence Act* requires you to write or stamp your expiry date on each affidavit, statutory declaration, or certificate that you take or provide.



SECTION 10 - Documents for use outside the Northwest Territories

A Commissioner for Oaths appointed in the Northwest Territories may exercise the authority **only within Northwest Territories**. Under section 75 of the *Evidence Act*, a Commissioner for Oaths **may not** administer an oath or affirmation for use outside of the jurisdiction of the Northwest Territories.

When an affidavit or statutory declaration is for use outside of the Northwest Territories, a Notary Public must administer it.

SECTION 11 – Certifying true copies of documents

A Commissioner for Oaths may not certify true copies of documents; only a Notary Public has this power.

