



APPLICATION FOR APPOINTMENT OR RENEWAL
NOTARY PUBLIC

NP

Part 1 – Personal information (provide your legal name as it will appear on your appointment certificate)

Last name	First name	Middle name(s)
Mailing address		
Community/Town/City	Applicant MUST RESIDE within the Northwest Territories	Postal code
Phone number	Email address	

Part 2 – Employment information (if you are a GNWT employee, please provide department and division)

Name of employer		
Position/Occupation	Length of employment	
Mailing address (GNWT employees: include building name, floor, etc.)		
Community/Town/City	Territory/Province	Postal code
Name of Supervisor	Title	

Part 3 – Type of application

New Appointment	Are you a Canadian citizen or Permanent Resident?	Yes No	Are you 19 years of or older?	Yes No
Renewal	My appointment expired/expires:	Month	Day	Year

By checking this box, I hereby certify that I continue to be knowledgeable and up to date on my duties and obligations as a Notary Public.

➤ If **more than one year has passed** since the expiry of your appointment, a **new** appointment is required. The Notary Public examination must be completed and attached.

Part 4 – Release of information

Required for every appointment: I hereby authorize the Government of the Northwest Territories to publish or otherwise provide my name and community of residence to the public.

Recommended for public convenience: By checking this box I further authorize the Government of the Northwest Territories to publish or otherwise provide to the public the name of my employer.	Release phone contact information	Yes No
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Part 5 – Acknowledgement of Section 138 of the *Criminal Code of Canada*

Section 138. Everyone who

- (a) signs a writing that purports to be an affidavit or statutory declaration and to have been sworn or declared before him when the writing was not so sworn or declared or when he knows that he has no authority to administer the oath or declaration,
- (b) uses or offers for use any writing purporting to be an affidavit or statutory declaration that he knows was not sworn or declared, as the case may be, by the affiant or declarant or before a person authorized in that behalf, or
- (c) signs as affiant or declarant a writing that purports to be an affidavit or statutory declaration and to have been sworn or declared by him, as the case may be, when the writing was not so sworn or declared, is guilty of an indictable offence and liable to imprisonment for a term not exceeding two years.

By checking this box, I hereby acknowledge my understanding that Section 138 of the *Criminal Code of Canada* makes it a **criminal offence** to sign a document as being sworn or declared before a Notary Public when it was not.

Part 6 – Purpose of application (briefly explain how your appointment or reappointment is necessary for public convenience)**Part 7 – Certification**

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and belief.

Original signature of applicant (scans, photocopies etc. cannot be accepted)

Date (month/day/year)

- An **original signature** is required on the submitted application form; scans, photocopies, etc. cannot be accepted.
- The examination is required and **must be attached** if more than one year has passed since the expiry of your appointment.
- Together with the **fee of \$200.00**, 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/notaries-public/>