



**EXAMINATION
NOTARY PUBLIC**

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

The most up to date version of the Information and Instructions Booklet for Notaries Public may be obtained at: <https://www.justice.gov.nt.ca/en/notaries-public/>. 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 Notary Public?

2) Outline the specific requirements a Notary Public must meet before being appointed.

3) What legislation controls the appointment of a Notary Public in the Northwest Territories?

4) What is the length of the term of appointment for a Notary Public?

5) What is an Affidavit?

6) What is a Statutory Declaration?

7) What is the procedure for swearing an affidavit?

8) If the person swearing to an Affidavit or making a Statutory Declaration is blind or illiterate, what procedure should the Notary Public follow?

9) What is the “jurat”?

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

11) When a person objects on grounds of conscientious scruples to taking an oath, what can be done?

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

13) Can your commission be revoked?

yes no

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

yes no

15) Are you required to inform the Administrator of the Notaries Public Program of any changes in address or employment?

yes no

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

yes no

17) If your answer to question 16 was “yes”, explain what circumstances would justify this action.

This examination must be completed if you are a **new applicant** wishing to become a Notary Public, or if you were previously a Notary Public 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 \$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/>