

This is a service provided at no cost for the convenience of our residents. The service is only accessible by the public based on the availability of the Commissioner's working schedule.

**** The Commissioner for Oaths may/will refuse to administer the oath if he/she**

- **is unsure of the documentation provided, or**
- **determines that the documentation is incomplete or incorrect, or**
- **is in any way uncomfortable with administering the oath as presented.**

The services of the Commissioner for Oaths are available IN OFFICE only. *If you require a Commissioner for Oaths to visit you in your home, please contact a lawyer or other resource.*

A legal office can provide you with a Commissioner for Oaths, should the Town not be able to assist for any reason.

Commissioners for Oaths are appointed under the Notaries and Commissioners Act of Alberta.

Town of Black Diamond Commissioner for Oaths Services

Commissioner for Oaths service is generally (but not guaranteed to be) available at the Town Office Monday to Friday between the hours of **9:00 a.m. and 4:00 p.m.**

Please call ahead to ensure that the Commissioner for Oaths is going to be available when you are able to come in.

Please read the following information enclosed with respect to accessing these services.

Town of Black Diamond

301 Center Ave W
Phone: 403 933-4348
Fax: 403 933-5865

www.town.blackdiamond.ab.ca

Commissioner for Oaths vs. Notary Public – Which do I need?

- The Town of Black Diamond does not have a Notary Public. If your paperwork requires a Notary Public, we are unable to provide this service. You will probably need to seek the services of a lawyer.
- If your paperwork is not being filed within the Province of Alberta, you will likely need to see a Notary Public even if your paperwork states that a Commissioner for Oaths can administer the Oath. A Commissioner for Oaths for Alberta has jurisdiction only in the Province of Alberta and may not be recognized outside of Alberta.

Please confirm that a Commissioner for Oaths for the Province of Alberta is acceptable to the organization receiving your documentation prior to bringing your paperwork in.

The Commissioner for Oaths Cannot...

The Commissioner for Oaths (and the Town of Black Diamond) is unable to provide any legal advice or documentation. If you have any questions regarding the meaning of the paperwork or how to fill it out correctly, you should consult a lawyer. Please remember that you are signing and swearing an Oath with your documentation, and you should be fully aware of all matters regarding the documents when you arrive to have the Commissioner administer the Oath for you.

- As Commissioners for Oaths, we receive our authority from Alberta Justice. We are permitted to commission affidavits and statutory declarations **in and for Alberta only**. This means we are not permitted to commission documents leaving the Province of Alberta, for example, consent letters for minors travelling abroad.
- Some insurance documents or land transaction documents deal with the waiving of rights and the Town Commissioner for Oaths **may refuse to** commission these forms.
- A Commissioner for Oaths (in the Province of Alberta) is unable to commission ANY passport documentation. You will require the services of Passport Canada staff for that.
- A Commissioner for Oaths cannot officiate at a marriage ceremony. For this, you need a Marriage Commissioner. A provincial listing of Marriage Commissioners can be found on the Service Alberta website.

What do I need to do?

- Please call 403-933-4348 in order to ensure that someone will be available to administer the oath. Although we strive to be flexible, the Town of Black Diamond may or may not be able to provide a Commissioner for Oaths at the time you request to see one. We appreciate your understanding and cooperation.
- Please ensure that the main body of the paperwork is completed prior to attending the Town Office. If you are preparing your own documentation,

please note that it **MUST** contain an Oath, and must contain the required jurat statement(s) for an oath or affirmation.

- You must **sign the document** at the Town Office **in the presence of the Commissioner** at the time the oath is given. The Commissioner may refuse to administer the Oath, if it is not signed in their presence.
- **Please bring a piece of recognized photo identification** to verify your identity (driver's license, passport, student ID, etc.).
- If your paperwork has exhibits, you must ensure that you bring those also. Failure to do so may cause the Commissioner to refuse to administer the Oath.
- If your paperwork requires a witness to your signature and the affidavit of execution requires the witness to say that they "personally know you," you must have a witness (who knows you personally) attend the Town Office with you to complete the affidavit. If the staff at the Town Office know you personally, the Town can assist you by providing such a witness. Please ask about this when you call ahead to schedule time with the Commissioner for Oaths.
- If you require a translator, it is up to you to bring a person who can translate for you.