

Commissioner of Oaths

Frequently Asked Questions

What is a Commissioner of Oaths?

A Commissioner of Oaths is a person who is authorized by the Province of Ontario to take an oath when you sign an affidavit or statutory declaration. They are given this authority by the Commissioners for Taking Affidavits Act. Commissioners with the City of Cambridge are only authorized to take affidavits, oaths, declarations, or sworn statements for certain municipal and government forms. A list of acceptable documents that can be commissioned is outlined below. The Commissioner is not responsible for the content of the affidavit and you must swear that the contents of the document are true and complete to the best of your knowledge. You must understand the details in the document to which you are attesting – and you must understand that by swearing an oath, you are attesting that those details are correct. You must be able to provide valid photo ID.

Can a Commissioner of Oaths Sign a Document that Requires a Notary Public?

No. A Commissioner of Oaths cannot notarize documents. Documents that specify a signature required by a Notary Public will be referred to local legal firms or other vocations authorized to notarize documents.

What is the Fee?

As per the 2024 Fees and Charges By-Law, the commissioning fee is \$35 + HST per document.

When and where can I access this service?

Commissioner of Oaths services are provided between the hours of 8:30 a.m. and 4:30 p.m. Monday to Friday, at the Service Cambridge Counter located on the First Floor of Cambridge City Hall, 50 Dickson Street, Cambridge, ON N1R 5W8.

Do I need to book an appointment?

An appointment is not required; however, it is recommended that you call ahead before coming to City Hall to confirm that a Commissioner will be available to sign your document.

Can this service be accessed online?

A person swearing an oath or affirming to a document must appear in-person before the Commissioner of Oaths. If you are not able to come into City Hall in-person and require an accommodation, you can make this request by contacting clerks@cambridge.ca or by calling 519-740-4680, ext. 4079.

What information do I need to bring with me?

You must present the following documents to the Commissioner:

- The document requiring a Commissioner of Oaths signature (the document should be complete but should not be signed until before the Commissioner).
- One valid piece of government-issued photo identification (no photocopies) for each individual who will be making a declaration.
- If commissioning a document requires verification of your address, you must bring proof of address. For example, Health Cards must be presented with another identification form (e.g., utility bill, cheque stub, T4 statement, etc.) to verify your address.

What can I expect at this meeting?

The signing of the document must be completed in the presence of the Commissioner of Oaths. The Commissioner shall not commission the document if it was not signed in their presence.

The Commissioner will administer the declaration, oath, or affirmation in advance of completing the Jurat.

The process is finalized when the Commissioner completes the Jurat and affixes their stamp or seal to the document.

The Commissioner of Oaths shall satisfy themselves of the genuineness of the signature of the deponent and administer the oath or declaration in the manner required by law.