

# Commissioner for Oaths Service

Commissioner for Oaths service is available at Town Hall between the hours of 9 a.m. and 4 p.m. Please read the following information below with respect to accessing these services:

- The Town of Chestermere does not have a Notary Public. If your paperwork requires a Notary Public, we are unable to provide this service. 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 notes a Commissioner for Oaths as a Commissioner for Oaths is for Alberta only and may not be recognized outside of Alberta. Please confirm that a Commissioner for Oaths is acceptable prior to bringing your paperwork in.
- We are also unable to provide any legal advice. If you have any questions regarding the meaning of the paperwork, or how to fill it out correctly, you should consult a lawyer.
- Often when disposing of land, either by gift or by sale, certain documents are required with respect to the Dower Act. Some of these forms deal with the waiving of certain rights under the Dower Act and the Town does not commission these forms. Some insurance documents also deal with the waiving of rights and again, the Town does not commission these forms.
- Please ensure the body of the paperwork is complete prior to attending Town Hall; you may sign the document at Town Hall in front of the Commissioner at the time the oath is given.
- Please bring a piece of picture identification to verify your identity.
- If your paperwork has exhibits, you must ensure that you bring those also.
- Please call 403-207-7050 at least 15 minutes prior to coming to the Town Hall to ensure that there will be someone available 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 Town Hall to complete the affidavit.
- The Town of Chestermere is unable to provide residents with certified true copies. Some provinces do allow a Commissioner for Oaths to certify photocopies but the legislation in Alberta does not provide a Commissioner with those powers. Although your paperwork may say that a Commissioner for Oaths can provide you with a certified copy, in Alberta they cannot. You may wish to enquire at a lawyer’s office to see if this is a service they provide.
- A Commissioner for Oaths is unable to complete passport documentation. Please check your passport application for a list of professionals who are able to complete passport documentation.

**Please Note:** This is a service provided at no cost for the convenience of residents. If at any time the Commissioners for Oaths are unsure of the documentation provided or are uncomfortable with administering the oath, the Town reserves the right to refuse this service.

