



Commissioners & Notary Public

Information Sheet

Many Land Titles documents and forms require that they be commissioned or notarized. If you are not having your documents at the Land Titles office, here is some important information you should keep in mind.

Commissioners for Oaths by Virtue of Office or Status

Under the *Notaries and Commissioners Act*, the following persons are commissioners for oaths, empowered by virtue of their office or status to administer oaths and take and receive affidavits, affirmations and declarations in Alberta for use in Alberta.

For oaths sworn in Alberta

- a judge
- a lawyer and a student-at-law
- a political representative:
 - a member of the Legislative Assembly of Alberta
 - a member from Alberta of the House of Commons of Canada
 - a member of the Senate of Canada who at the time of appointment as a senator is a resident of Alberta
- a Metis settlement councilor and a municipal councilor
- a member of a board of trustees of a school district or division as defined in the *School Act*
- a person who holds a commission as an officer in the Canadian Forces and who is on full-time service, whether in Canada or outside Canada
- a police officer
- a notary public is also a commissioner for oaths

For oaths sworn outside Alberta for use in Alberta

- a political representative
- a person who holds a commission as an officer in the Canadian Forces and who is on full-time service, whether in Canada or outside Canada
- a commissioner for oaths by virtue of an office or status referred to above who actually resides in, or who provides services as a commissioner for oaths in, the part of the City of Lloydminster that is located in Saskatchewan

Other Commissioner for Oaths

- Most Authorized Registry Agent Offices have a commissioner for Oaths available.
- Many banks or other organizations may have a commissioner available.

What information the commissioner must include

- A commissioner for Oaths must write or stamp below their signature, on every affidavit or statutory declaration or other document made before them one of the following phrases (dependent of their appointment):
 - A commissioner for Oaths in and for Alberta, being a [enter office or status]
 - A commissioner for Oaths in and for Alberta. My commission expires [date]
 - A commissioner for Oaths in and for Alberta, being a [rank] in the Canadian Armed Forces.
 - Assistant Deputy Registrar, Section 9 *Land Titles Act*
 - Deputy Registrar, Section 9 *Land Titles Act*
 - Registrar, Section 9 *Land Titles Act*

What information a notary public must include

- The notary must always affix their notary seal.
- The seal must include:
 - their name
 - the words NOTARY PUBLIC and PROVINCE of ALBERTA