

## **CITY OF BELLEVILLE**

### **Commissioner of Oaths and Affidavits**

**City Residents are encouraged to call ahead to make sure a  
Commissioner of Oaths and Affidavits will be available (613-968-6481).**

Designated Staff in the City Clerk's Office may be able to provide Commissioner of Oaths and Affidavits service for **City residents only**, at a cost of \$30.00 plus an additional \$4.00 per page for multiple page documents.

The Commissioner of Oaths and Affidavits designation held by designated Staff is limited in scope and not all documents can be administered at City Hall. In addition, a Commissioner of Oaths and Affidavits should only swear an affidavit or declaration for documents staying within the Province of Ontario and if the affidavit or declaration is for another province or country, you should contact a Notary Public who, generally, must be a lawyer. City Staff cannot sign as a Notary Public.

#### Instructions:

- Identification proving the deponent is a resident of Belleville is required.
- The person(s) swearing the affidavit must attend in person and will also be required to produce government issued identification bearing their photo and signature such as a driver's license or passport.
- An affidavit/declaration must be presented. City Staff will not create or edit the affidavit/declaration on your behalf.
- If you have questions or need assistance with completing your affidavit/declaration document, please contact the party/agency that requires you complete the form. The Commissioner of Oaths and Affidavits cannot counsel or assist deponents with completing the affidavit/declaration document.
- All information on the document except the signature(s) must be filled in before it is sworn and any enclosures mentioned must be attached. No changes can be made to the document after it is sworn.
- The person swearing the affidavit/declaration must have read and understood the contents of the document.
- You will be asked to swear or declare that the information is correct before signing the document and must sign the document in front of the Commissioner of Oaths and Affidavits.

*A Commissioner of Oaths and Affidavits has the right to refuse to administer any document presented to them.*