Commissioner or notary appointment checklist (Ontario)

Know whether you need a commissioner or a notary, what to bring, and what you paid, before you sign anything in front of them.

NAME

DATE

THE APPOINTMENT

DOCUMENT AND WHO ASKED FOR IT

COMMISSIONER OR NOTARY NEEDED?

OFFICE, DATE AND TIME

FEE QUOTED

BRING

- [ ] Document left unsigned until I'm in front of them
- [ ] Government photo ID
- [ ] Originals of anything to be certified as true copies
- [ ] Number of certified copies the requester wants
- [ ] Translation, if the document isn't in English or French and the requester asked for one
- [ ] Payment method the office accepts

RECORD

Document	Done by	Date	Fee

Ask whoever requested the document exactly what they need: an affidavit, a declaration or certified true copies.

SOURCES (CHECKED 2026-11-27)

Ontario says commissioners for taking affidavits take affidavits or declarations by asking you to swear or affirm that a document is true, and a notary public also can verify that signatures, marks and copies of documents are true or genuine.
https://www.ontario.ca/page/find-notary-public-or-commissioner-oaths-taking-affidavits (checked 2026-11-27)
Ontario says every lawyer and paralegal in Ontario is also automatically a commissioner for taking affidavits.
https://www.ontario.ca/page/find-notary-public-or-commissioner-oaths-taking-affidavits (checked 2026-11-27)