

Non-Lawyer Notary Public Instructions

This is an application for appointment as a non-lawyer notary public for Ontario.

If you are an Ontario lawyer and you wish to become a notary public please contact the Ministry of Government Services at (416) 325-8416 or visit http://www.mgs.gov.on.ca/en/OffDoc/STEL02_046906.html

Persons who wish to administer oaths and/or take affidavits or statutory declarations in Ontario should instead complete the form "Commissioner for Taking Affidavits – General Application" available at ontario.ca/attorneygeneral. Under the Ministry's policy, a person may not apply to become a notary public and a commissioner for taking affidavits at the same time.

A Canadian citizen may apply for appointment as a non-lawyer notary public for Ontario. Applicants will only be considered if their employment requires the notarizing of documents in the Province of Ontario for:

- Senior government officials
- Ontario registered corporations engaged in international or inter-provincial trade and/or commerce
- Patent and trademark agents
- Head offices of national or provincial unions engaged in out-of-province business.

Non-lawyer notary public appointments will not be granted to allow applicants to:

- Enter a new line of business or employment.
- Expand services currently available to clients.

By submitting a completed application, the applicant is consenting to the Ministry of the Attorney General using the information provided to conduct a criminal record check through the Canadian Police Information Centre (CPIC).

Instructions:

Please Enclose:



All pages of the accompanying application form, fully completed, signed and dated by the applicant.



A letter of authorization on letterhead, signed or co-signed by an officer or senior official of your business or organization. If you are self-employed you may sign the letter. The letter should nominate the applicant as a non-lawyer notary public on behalf of the business or organization and must provide:

- the applicant's full legal name
- the applicant's job title in the company, business or organization
- the type and number of documents the applicant will notarize in a typical month
- the nature of the business of the company, business or organization.



A cheque or money order for the appointment fee of \$110.00 payable to "Minister of Finance." HST is not applicable. Do not send cash or credit card information. No fee is required if the applicant is an employee of the federal, provincial or municipal government and if the appointment is for purposes related to his or her employment.

Send payment and the originals of all documents together to:

Ministry of the Attorney General
Legal Appointments Office
c/o Ministry of Government Services
77 Wellesley St W, BOX 720
Toronto ON M7A 1N3

Please allow four to six weeks for processing.

For more information contact the Ministry of the Attorney General, Legal Appointments by phone at 416 326-4064 or by email at appointments@ontario.ca. You can also visit our website at ontario.ca/attorneygeneral.

The completion and filing of this application form with the Ministry of the Attorney General does not guarantee that an appointment as a non-lawyer notary public will be granted.

Note: Only completed applications will be considered. Incomplete applications will be returned. Before you begin, please read the following application instructions carefully.

- If you are filling out a paper copy, complete all entries in pen using block characters. Use capital and lower case letters as applicable in names.
- Do not use initials in names.
- Post office box numbers are not sufficient for residential address.
- Do NOT leave blank spaces. Draw a line or write "NA" (Not Applicable) in a section if it does not apply to you.
- Attach additional sheets of paper if you require more room.

Fields marked with an asterisk (*) are mandatory.

Applicant Information

Last Name *	First Name *
Middle Name(s) *	Date of Birth (yyyy/mm/dd) *

Residential Address

Unit No. *	Street No. *	Street Name *	PO Box
Municipality/City/Town *			Province * Postal Code *

Name of Business or Organization with whom you are currently employed *

Date Employed by Business or Organization *	Occupation/Job Title *
Year of Registration of Business or Organization, if applicable	Business Telephone * Ext.

Business Address

Unit/Suite No. *	Street No. *	Street Name *	PO Box
Department		Contact Person	
Municipality/City/Town *			Province * Postal Code *

Nature of Business or Services *

Nature of Documents to be Notarized *

Anticipated frequency of use per month for documents filed

Within Ontario *

Outside Ontario *

Have you held an appointment in Ontario as:

Notary Public? *

☐ No ☐ Yes

A Commissioner for Taking Affidavits? *

☐ No ☐ Yes

If Yes, please provide your last name and year the appointment expired as they appeared on your previous stamp:

Last Name

Year

Please note: The Ministry of Attorney General may corroborate the information provided in the following section through the Canadian Police Information Centre (CPIC). By completing and signing this application form, you are consenting to this CPIC check.

Have you ever been convicted of a criminal offence for which you have not received a pardon? *

☐ No ☐ Yes

If Yes, please provide details and state the section(s) that apply to the offence(s). Provide details on an attached page if space provided is not sufficient.

You are entitled to work in Canada by reason of (select one): *☐ Canadian Citizenship☐ Permanent Residency☐ Work Permit

If you selected work permit, indicate the expiry date of your work permit (yyyy/mm/dd)

Related businesses or organizations (if any) for which your proposed appointment is required.

(Attach a separate list or chart if necessary):

Name of Business or Organization	Check One:		
	Subsidiary	Associated Company	Affiliate
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of persons at your place of employment who are: *

Commissioners for taking affidavits (excluding lawyers, if any)

Non-lawyer notaries public

Lawyers

If your appointment will replace that of an existing or former non-lawyer notary public, state that notary's full name, termination date of the appointment, or the last date appointment will be required, and return the certificate for cancellation (if available).

Explain in detail below why this proposed appointment is required, and provide additional information that will substantiate the need for such an appointment. If applicable, demonstrate the need by reference to statutes or regulations governing your line of business. You may also attach sample copies of typical forms or documents to be notarized, with any personal, confidential, or proprietary information deleted. Provide details on an attached page if space provided is not sufficient. *

Education

Last Grade successfully completed in secondary school *

University or other post secondary (Provide highest level attained) *	Years Attended *		Diplomas, Degrees, Etc. *
	From	To	

Employment History

Former Employers (Begin with most recent) *	Dates Employed *		Occupation/Job Title *
	From	To	

Completion and Enclosures Checklist

I have enclosed (check all that apply):

- ☐ All pages of this application form, fully completed, signed and dated by the applicant.
- ☐ A letter of authorization nominating the applicant as described in the application instructions.
- ☐ A cheque or money order for the appointment fee of \$110.00, payable to the "Minister of Finance." HST is not applicable. Do not send cash or credit card information. No fee is required if the applicant is an employee of the federal, provincial or municipal government and if the appointment is for purposes related to his or her employment.

Send to:

Ministry of the Attorney General
Legal Appointments Office
c/o Ministry of Government Services
77 Wellesley St W, BOX 720
Toronto ON M7A 1N3

I understand the purpose for which this information will be used and certify that the information given in the application is correct and complete.

Name *	Signature	Date (yyyy/mm/dd)

Pursuant to subsection 39(2) of the *Freedom of Information and Protection of Privacy Act*, this information is collected pursuant to subsections 4(1) and 4(1.1) of the *Commissioners for Taking Affidavits Act* for the purpose of determining the suitability of applicants for appointment as commissioners for taking affidavits. Questions about the information collected should be directed to: Manager, Office of Judicial Support Services, c/o Ministry of Government Services, 77 Wellesley St. W, BOX 720, Toronto ON M7A 1N3, 416 326-4064.