



**Ministry of the
Attorney General**
Legal Appointments Office

77 Wellesley St W., BOX 720
Toronto ON M7A 1N3
Telephone: 416-326-4064
Fax: 416-326-4065

Commissioner for Taking Affidavits How to Renew or Change your Appointment

This guide is intended for persons who hold a Certificate of Appointment as a commissioner for taking affidavits in the province of Ontario.

If you hold or have previously held an appointment and any of the following conditions apply, you must submit a new application form:

- your appointment expired more than six months ago
- your most recent appointment was for a different business or organization
- your business or organization's name has changed due to a change in ownership.

To obtain a new application package, visit ontario.ca/attorneygeneral

Renewals

Each commissioner is appointed for a three-year term and, subject to the above, the appointment may be renewed upon request.

Send your renewal request at least two months before your appointment expires, but no earlier than six months before expiry. If your old appointment expires, you cannot commission documents until you receive a new copy of "Instructions and Notice of Approval in Principle" and purchase a new stamp with the new approved wording and expiry date.

Changes

A commissioner must notify the Ministry of the Attorney General, Legal Appointments at the earliest opportunity of any changes required to the wording of the stamp to ensure that the appointment remains legally valid. Changes can include:

- the commissioner's legal name
- the legal name of the business or organization
- the territorial limitation

Submitting Renewals and Changes

Submit your renewal or change request on your business or organization's letterhead. Provide full contact information (postal address, telephone, e-mail and fax numbers) and include:

- the commissioner's full legal name
- the expiry date of the commissioner's most recent appointment
- the imprint of the commissioner's stamp
- any changes required to the wording of the stamp
- all applicable fees.

Fees

You can determine your fee payable by using the table below.

Are changes required to wording of stamp, other than the expiry date?	Time until expiry date	Ask for...	Fee (Total)
Yes	Less than 1 year, or expired	Re-appointment	\$75.00
Yes	More than 1 year	Replacement certificate	\$17.00
No	Expired	Re-appointment	\$75.00
No	Not yet expired	Renewal	\$50.00
Employees of federal, provincial and municipal governments, First Nations bands, and Children's Aid Societies			No fee

We can accept payment by cheque or money order only, payable to "Minister of Finance." HST is not applicable.

If your current or most recent appointment includes any subsidiary, associated or affiliated companies, please submit a current list or chart of these companies for our records.

Send your request and the applicable fee to:
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Legal Appointments Office
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Please allow four to six weeks for processing.