

This is an application for appointment as a commissioner for taking affidavits in and for the Province of Ontario while a student-at-law, or while a law student employed under the supervision, direction, and guidance of a lawyer.

Only articling students and law students working at a law firm or legal organization in the Province of Ontario should complete the accompanying form. Other Ontario applicants should complete the form “Commissioner for Taking Affidavits - General Application” available at <https://forms.mgcs.gov.on.ca/dataset/004-0313>.

Instructions:

Please Enclose:

- All pages of the accompanying application form, fully completed, signed and dated by the applicant, with the completed security check consent statement form ([form ON00532](#)).
- A letter of authorization on the letterhead of the law firm or organization, and signed by the articling principal or a senior partner (for law students, a supervising lawyer or a senior partner). The letter should nominate the applicant as a commissioner for taking affidavits on behalf of the law firm or organization, and must provide:
 - the applicant’s full legal name
 - whether the applicant is applying as an articling student or as a law student
 - the period of the articles of agreement (for articling students) or employment (for law students).
- You may submit your application and consent statement form ([form ON00532](#)) by email to appointments@ontario.ca. Before submitting, either digitally sign, or print, sign, and scan your application form and consent statement and save them as password-protected PDF files. When submitting, send all documents in **one** email with attachments, with the password to open the attachments sent in a separate email.

Please be aware, when sending personal information by email, that electronic communication is not always secure and can be vulnerable to interception. By emailing the completed application and consent statement form to the ministry, you are doing so at your own risk and choosing.

Applications submitted by email do not require a payment to be accompanied. If the ministry intends to grant you an appointment, you will be provided with details and instructions to submit your payment for processing. Your potential appointment will not be finalized until your payment is received, processed and you receive confirmation of your approval.

Alternatively, you may wish to submit your application form, consent statement form, and your letter of authorization and **payment** by mail to:

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

If submitting an application by mail, please include a cheque or money order for the appointment fee of \$75.00 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, a First Nations band, or a Children’s Aid Society.

Please allow four to six weeks for processing.

Pour obtenir le formulaire en français, visitez <https://forms.mgcs.gov.on.ca/fr/dataset/004-0316> ou composez le 416-326-4064.



**Ministry of the
Attorney General**
Legal Appointments Office
Services 77 Wellesley St W, BOX
720 Toronto ON M7A 1N3
Telephone: 416-326-4064
Fax: 416-326-4065

Commissioner for Taking Affidavits Student-at-Law / Law Student Application

The completion and filing of this application form with the Ministry of the Attorney General does not guarantee that an appointment as a commissioner for taking affidavits will be approved.

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

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

Telephone Number and Email Address *

Name of Law Firm or Organization that is nominating you as a commissioner *

Business Address

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

Period of Articles of Agreement or Employment: *

From: Month/Year To: Month/Year
/ /

Name of Law School you Attend or will be Attending *

The year of law school program you will have entered and/or completed when period of articles or employment begins (select one): *

- Accepted, but not yet entered first year Third
 First Articles
 Second

Law School Address

University Name *			University Department	
Unit/Suite No.	Street No.	Street Name		PO Box
Municipality/City/Town *		Postal Code *	Country *	

Have you previously held an appointment as a commissioner for taking affidavits in Ontario? *

- No Yes

If yes, please provide your surname and year appointment expired as they appeared on your previous stamp

Last Name	Year
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Please note: The Ministry of the 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 or record suspension? *

- No Yes

If yes, please provide details, date(s) 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)

Completion and Enclosures Checklist

I have enclosed (check all that apply):

- All pages of this application form and attachments if required, fully completed, signed and dated by the applicant, with the completed security check consent statement form ([form ON00532](#)).
- A letter of authorization nominating the applicant as described in the application instructions.
- Email the completed application to appointments@ontario.ca **OR** mail the completed application and **payment** (a cheque or money order for the appointment fee of \$75.00 payable to "Minister of Finance.") to:

Ministry of the Attorney General
Legal Appointments Office
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.

Full Legal Name *	Signature*	Date (yyyy/mm/dd)*
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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, Legal Appointments Office, 77 Wellesley St. W, BOX 720, Toronto ON M7A 1N3, 416-326-4064, appointments@ontario.ca.