

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

If you are an Ontario lawyer or paralegal and you wish to become a notary public please contact the Ministry of Public and Business Service Delivery at 416-325-8416 or visit <https://www.ontario.ca/page/how-become-notary-public-ontario-lawyers-and-paralegals>.

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 <https://www.ontario.ca/page/becoming-commissioner-taking-affidavits-or-notary-public-non-lawyer-and-non-paralegal>. 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.

Individuals eligible to work in Canada may apply for appointment as a non-lawyer / non-paralegal 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 / non-paralegal 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).

## Non-Lawyer / Non-Paralegal Notary Public Instructions

### 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 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 / non-paralegal 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.
- You may submit your application and consent statement form ([form ON00532](#)) by email to [appointments@ontario.ca](mailto: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, 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 **\$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, or a First Nations band.

**Please allow four to six weeks for processing.**

Pour obtenir le formulaire en français, visitez <https://forms.mgcs.gov.on.ca/fr/dataset/004-0315> ou composez le 416-326-4064.

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 / non-paralegal 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 *		
Business Email Address *		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 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)

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 or more if applicable :		
	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/paralegals)

Non-lawyer/non-paralegal notaries public

Lawyers/paralegals

If your appointment will replace that of an existing or former non-lawyer / non-paralegal 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, 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](mailto:appointments@ontario.ca) or mail the completed application and **payment** (a cheque or money order for the appointment fee of \$110.00 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 1(1) and 1(2) of the *Notaries Act* for the purpose of determining the suitability of applicants for appointment as a non-lawyer / non-paralegal notary public. Questions about the information collected should be directed to: Manager, Legal Appointments Office, 77 Wellesley St. W, BOX 720, Toronto ON M7A 1N3, 416-326-406, [appointments@ontario.ca](mailto:appointments@ontario.ca)