Notary Public & Commissioner for Taking Affidavits Services

When will the University Secretariat provide notary public and commissioner services?

The Office of the University Secretariat will notarize documents and act as a Commissioner for Taking Affidavits for University staff and students where the document relates to official Brock University business. Some examples of matters related to official University business include:

- taking declarations to support passport applications for faculty, staff and students who need to travel in the course of their employment or studies at the university;
- taking declarations to support immigration/visa applications for faculty, staff and students to enable such persons to work or study at the university or go abroad in connection with their work or studies at the university;
- verifying student identities for background checks requested by co-op employers;
- witnessing signatures on agreements related to university business; and
- certifying or taking declarations verifying copies of documents, provided the documents or uses to which the documents will be put are related to university business.

How can I arrange these services?

This service must be arranged by appointment only by contacting mhansen@brocku.ca. The availability of the services will depend on the pre-existing commitments of the Office. There is no fee for this service.

What do I need to bring to my appointment?

Please bring the documents indicated in the table below, depending on the service you require. If you do not bring the required document, the Office may not be able to help you.

<table>
<thead>
<tr>
<th>Requests for:</th>
<th>What to bring to University Secretariat:</th>
<th>Document Types to be notarized/stamped:</th>
</tr>
</thead>
<tbody>
<tr>
<td>True Copy * or Notarizing</td>
<td>-Original document and -At least two copies of the original document</td>
<td>-Brock Diploma -Passport</td>
</tr>
<tr>
<td>Commissioner ** for Taking Affidavits or (formerly): Commissioner of Oaths</td>
<td>- Completed document but not signed or dated and -Government issued photo identification</td>
<td>-Oaths -Affidavit -Statutory Declaration -Solemn Declaration -Affirmation</td>
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</tbody>
</table>

*Notarizing (or certifying) a document means verifying it to be a true copy of an original document. Therefore, the deponent does not need to be present when the document is notarized or certified. An original document is a document that is not a copy of a document. A Notary Public can only certify/notarize copies of original documents and not copies of copies.*
The deponent should sign the affidavit or statutory declaration, etc., in the University Secretariat’s presence. If it has already been signed, the University Secretariat will ask the deponent to sign again in their presence.

If you are in doubt as to whether you need a notary or a commissioner, please consult the relevant document/form for instructions or contact the entity that issued or requested the document/form.