

## COMMISSIONING AND NOTARIZATION OF DOCUMENTS IN OTTAWA DURING COVID-19 (January 15, 2021)

COVID-19 has impacted the ease and ability for clients to access notarization services. Connecting Ottawa student, Daphne Chu has researched and prepared the following information for where these services can be accessed.

### WHO IS REQUIRING COMMISSIONED AND NOTARIZED DOCUMENTS?

#### OSAP

All Ottawa post-secondary institutions (Carleton University, University of Ottawa, Algonquin College, La Cité Collégiale) require official affidavits that are sworn or affirmed.

For Carleton University, students can contact Mr. Mark Robinson ([Mark.Robinson@carleton.ca](mailto:Mark.Robinson@carleton.ca)) to get OSAP affidavits commissioned for free.

#### Service Ontario

All forms that require commissioner signatures are still required during the COVID-19 pandemic.

#### Service Canada

All forms that require commissioner signatures are still required during the COVID-19 pandemic.

#### Ontario Superior Court of Justice

The Ontario Superior Court of Justice is letting individuals swear affidavits virtually, such as by video conference. If it's impossible for you to get your affidavit commissioned, you can file an unsworn affidavit. You will then have a telephone or video conference where you swear or affirm that the information is true.

#### Social Housing Registry

Supporting documents for domestic abuse victims and homeless people do not need to be commissioned, but do need to be signed by a professional who knows you (ex: your doctor, your social worker, police officer).

### WHO IS COMMISSIONING AND NOTARIZING?

Currently, due to the State of emergency, MPPs and City Councillors are working remotely and are unlikely to be providing commission of oaths and notary services. Commissioner of Oaths' services at City Hall and Service Ontario have also been suspended. There is no information on when these services will resume.

Private notaries are offering their services both in person and online. Please find below a non-exhaustive list of commissioning and notaries. All of the following notaries commission and notarize all document types in Ontario, including:

- Service Ontario/Ministry of Finance documents
- Affidavits (of any type) including OSAP affidavits
- Statutory Declarations
- Recommended Consent Letter for children traveling abroad
- Delayed birth registration forms
- Application to amend birth registration
- Special invitations to family members overseas
- Passport applications (in lieu of guarantor)
- Pension purpose attestations of recipient being alive and confirming their residency
- Residency document
- Lost passport

- Declaration affirming parentage
- Election to change of name of child under the age of 12
- Statutory declaration by an applicant to correct an error in registration
- Legal name change application
- Name clarification affidavit
- Blank statutory declaration
- Insurance claims
- Common law status affidavits
- Single status affidavit
- Single parent affidavit
- Federal government permanent residency card applications
- Affidavit waiving vaccinations based on religious grounds
- Any document requiring the signature of a Lawyer, Notary or Commissioner which can be commissioned

### Downtown Notary

Services are available online. The price is \$35 for the first notarized document and \$17.50 per each additional document. There is a 25% student discount, 10% senior discount, and a sliding scale discount for persons on fixed incomes is available upon request. Name and gender change documents for trans persons are free of charge.

House calls in Ottawa are also available with an additional fee between \$41.50 and \$60. Contact Downtown Notary directly for an exact quote.

Book an online appointment at: <https://www.downtown-notary.ca/>

### Valu-Notary

Services are available in person, walk-ins only. Hours are 8:30am to 3pm from Monday to Friday and 9:30am to 1:00pm on Saturdays.

Tel: (613)-878-2871

Email: [info@valu-notary.com](mailto:info@valu-notary.com)

Address: 415 St Laurent Boulevard, Ottawa, ON

### Bytowne Notary Public

Services are available online only. Hours are 8:30am to 5:30pm from Monday to Saturday. The price is \$45 for the first notarized document, \$35 for the second document, \$25 for the third document, \$15 for the fourth document, and \$10 for each additional document after that.

Book an online appointment at:

[https://www.bytownenotaryottawa.com/?gclid=CjwKCAiA14WABhAJEiwATUnEF2HWasdRa59MFvQOhtZ\\_WmzevQ5q2Kx2X4hs9d98-octBVfUpcfOXBoCtD8QAvD\\_BwE](https://www.bytownenotaryottawa.com/?gclid=CjwKCAiA14WABhAJEiwATUnEF2HWasdRa59MFvQOhtZ_WmzevQ5q2Kx2X4hs9d98-octBVfUpcfOXBoCtD8QAvD_BwE)

### Notary Pro

Services are available both online and in person. Hours are available for evenings, weekdays and weekends. Same day appointments and same hour services are available. The price is \$34.95 for the first notarized document and \$19.95 per each additional document.

Tel: 1-888-313-0909

Book an online appointment at: <https://www.notarypro.ca/bookonline/#1583670279613-85bd52b3-8869>

In person appointments are also available here. All Ottawa locations are open by appointment only. Please find below the full list of offices:

**Southern Ottawa/Findlay Creek**  
240 Bradwell Way, Ottawa, ON

**Kanata South/Bridlewood**  
179 Yoho Drive, Kanata, ON

**Barrhaven/Riverside South**

242 Chapman Mills Drive, Nepean, ON  
Closed on Wednesdays and Sundays

**Baseline/Greenbank (Nepean)**

26 Barnes Crescent, Nepean, ON

**Byward Market**

134 York Street, Ottawa, ON

**Carleton Place**

242 Lake Park Road, Carleton Place, ON

**Downtown Ottawa/Global Affairs**

116 Albert Street, Suite 300 (at Metcalfe Street),  
Ottawa, ON

**Westboro/Central**

376 Churchill Avenue North, Suite 302, Ottawa,  
ON

**Kanata/Stittsville**

430 Hazeldean Road, Unit 6 (inside Kanata  
Office Centre), Kanata, ON

**North Barrhaven/Nepean**

9 Long Gate Court, Nepean, ON

**Orléans Central**

4473 Innes Road, Suite 401, Orléans, ON

**Ottawa Golden Triangle**

200 Cooper Street, Ottawa, ON

**Ottawa South/Hunt Club**

41 Sai Crescent, Ottawa, ON

**Wellington Village/Tunney's**

108 Richmond Road, Ottawa, ON

