

COMMISSIONING AND NOTARIZATION OF DOCUMENTS IN OTTAWA DURING COVID-19 (February 26, 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) 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?

MPPs and City Councillors

Currently, due to the COVID-19 health and safety guidelines, MPPs and City Councillors are working remotely. Some MPPs may still be available by appointment to provide Commissioner of Oaths services. Please call your local MPP to see if they are offering this service and to set up an appointment.

City Hall

Commissioner of Oaths' services are available at Client Services Centres inside City Hall and Ben Franklin Place. The addresses are as follows:

Ottawa City Hall

110 Laurier Avenue West
Ottawa, ON K1P 1J1

Ben Franklin Place

101 Centrepointe Drive
Nepean, ON K2G 0B5

Commissioner of Oaths' services at the Client Services Centres are available by appointment only. You can call 3-1-1 to schedule an appointment or book an appointment online at:

<https://ottawa.ca/en/living-ottawa/laws-licences-and-permits/marriages-deaths-and-oaths/commissioner-oath>

Service Ontario

Commissioner of Oaths' services at select Service Ontario locations have resumed. The following locations offer Commissioner of Oaths' services:

Service Ontario – Ottawa City Hall

110 Laurier Avenue West
Ottawa, ON K1P 1J1
Hours: Mon-Fri – 8:30am to 5:00pm

Service Ontario – Ottawa Bank Street

1800 Bank Street
Ottawa, ON K1V 0W3
Hours: Mon-Fri – 9:00am to 5:00pm

Service Ontario – Ottawa Merivale Road

1948 Merivale Road
Ottawa, ON K2G 3J6
Hours: Mon-Fri – 11:00am to 3:00pm

Service Ontario – Ottawa Ogilvie Road

2339 Ogilvie Road, Unit 14
Ottawa, ON K1J 8M8
Hours: Mon-Fri – 9:00am to 5:00pm

For Service Ontario, booking an appointment ahead of time is recommended to ensure that a commissioner is available when you go in. You can book an appointment online at:

https://www.services.gov.on.ca/wps85/portal/s2i/!ut/p/z1/hY_NDoIwEISfhiu7oEH01kgkGuJPiAK9kGJqIYGWICqvb40nEwl729lvZrJAIQcq2asRzDRKstbuBQ3KMMbAJ0vviEmMelmS_Sn1rh7GPtwgm0OoPePEELR-OocUtml1WREipJ-MlkkBBZeQcluCRyAilZV3y-IrBahAKr5g2uu3ae2cm1MP2wcdHAcR1dJw3Sj3Dtz8J-IVoOB_JeEvtutz11XRgnP3jlkclA!/dz/d5/L2dBISEvZ0FBIS9nQSEh/

Private notaries

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
- 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
- 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
- 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

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=CjwKCAiAl4WABhAJEiwATUnEF2HWasdRa59MFvQOhtZ_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

Kanata/Stittsville

430 Hazeldean Road, Unit 6 (inside Kanata

Office Centre), Kanata, ON

Baseline/Greenbank (Nepean)

26 Barnes Crescent, Nepean, ON

North Barrhaven/Nepean

9 Long Gate Court, Nepean, ON

Byward Market

134 York Street, Ottawa, ON

Orléans Central

4473 Innes Road, Suite 401, Orléans, ON

Carleton Place

242 Lake Park Road, Carleton Place, ON

Ottawa Golden Triangle

200 Cooper Street, Ottawa, ON

Downtown Ottawa/Global Affairs

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

Ottawa South/Hunt Club

41 Sai Crescent, Ottawa, ON

Westboro/Central

376 Churchill Avenue North, Suite 302, Ottawa,
ON

Wellington Village/Tunney's

108 Richmond Road, Ottawa, ON

