



Department of Justice and Public Safety  
 4th Floor, East Block  
 Confederation Building  
 P.O. Box 8700 St. John's, NL A1B 4J6  
 Telephone: (709) 729-0184  
 Fax: (709) 729-2129  
 Email: [CommissionerForOaths@gov.nl.ca](mailto:CommissionerForOaths@gov.nl.ca)

**COMMISSIONER FOR OATHS - Application Form for Appointment/Renewal. Please complete all applicable sections.**

1. APPOINTMENT INFORMATION				
Type of Application (Please select one)		<input type="checkbox"/> New Application <input type="checkbox"/> Renewal: Certificate no: _____ Expiry Date: _____		
Category (Please select one)		<input type="checkbox"/> Member of the General Public <input type="checkbox"/> Government employee (Provincial Government employees and NL Health Services) <input type="checkbox"/> Clergy		
2. APPLICANT INFORMATION				
Surname			Given Name(s)	
Canadian Citizen or permanent resident of Canada Y__ /N__			Resident of Newfoundland and Labrador Y__ /N__	
3. HOME ADDRESS				
P.O. Box	Street/Apartment	City/Town	Province/Territory	Postal Code
Home Phone		Email		Date of Birth
Business Phone		Cell Phone		____/____/_____ D M Y
Send certificate to home address <input type="checkbox"/>				
5. OCCUPATION				
6. NAME OF PRESENT EMPLOYER				
7. EMPLOYER'S FULL ADDRESS				
*All certificates will be mailed to your employer's mailing address unless otherwise specified.				
Telephone	Fax (if applicable)		Email (if applicable)	
8. PURPOSE OF APPOINTMENT – REQUIRED				
New applications and renewal applications are assessed based on employment related requirements or community based needs. Please specify <u>why</u> this appointment is necessary for job duties, what is the need in the community, etc:				



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**9. REFERENCES – TWO REFERENCES REQUIRED. PLEASE LIST NAMES, ADDRESSES AND TELEPHONE NUMBERS (Members of the general public applications and renewals ONLY)**

1.

2.

**10. CRIMINAL RECORD CHECK ( ONLY for new application from members of the general public)**

All new applications for Commissioner for Oaths are required to provide a **completed Criminal Record Check**, conducted at a detachment of the Royal Newfoundland Constabulary (RNC), Royal Canadian Mounted Police (RCMP) or from a reputable background check vendor, **which has been issued in the last six months** in order to be processed.

Criminal Record Check enclosed (please tick box)

**11. Letter of Designation (GNL and NL Health Services ONLY)**

Provincial Government and NL Health Services employees must submit a letter from the Departmental Minister, Deputy Minister, or CEO designating them as a Commissioner for job duties.

Letter of Designation enclosed (please tick box)

**12. PAYMENTS AND FEES (Members of the general public applications and renewals ONLY)**

Fees for new and renewal applications for Commissioner for Oaths is **\$100**. Applications will require proof of payment in order to be processed.

Payment Method (please tick):  Cheque  Money Order  Credit Card

Payment may be received through one of the following:

(a) Cheque or money order should be made payable to the Newfoundland Exchequer. Payment, completed application, and a criminal records check can be mailed to the Department of Justice and Public Safety.

(b) Credit card payments only via telephone – Payment may be arranged by contacting the Central Cashier's Office at 729-3042. Central Cash will provide you with a receipt number. The completed application, criminal records check and the receipt number should be emailed, mailed or faxed to the Department of Justice and Public Safety.

Receipt No. \_\_\_\_\_

Email: [CommissionerForOaths@gov.nl.ca](mailto:CommissionerForOaths@gov.nl.ca).

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**13. ADDITIONAL INFORMATION**

Processing time – Please allow a minimum of 90 days from date of receipt at the Department of Justice and Public Safety. Processing times are an approximation and are provided as guidelines only.

Appointments for Commissioners for Oaths are for five years starting year one of the appointment to December 31 of the fifth year. You may renew your commission at any point during the fifth year of your appointment. This will not affect the December 31 expiry date. You are strongly encouraged to submit your renewal application at least 90 days, or earlier, prior to December 31 to avoid delays in processing.

**14. PRIVACY NOTICE – COLLECTION AND USE OF PERSONAL INFORMATION**

Personal information is collected in accordance with the [Commissioners for Oaths Act](#) and section 61(c) of the [Access to Information and Protection of Privacy Act, 2015](#) for the purposes of appointing Commissioners for Oaths in Newfoundland and Labrador. Personal information is protected under the [Access to Information and Protection of Privacy Act, 2015](#) and will be used to process the application to designate Commissioners for Oaths. Inquiries about the use and protection of personal information by the Department of Justice and Public Safety should be directed to (709) 729-0184 or [CommissionerForOaths@gov.nl.ca](mailto:CommissionerForOaths@gov.nl.ca).

**15. DECLARATION (please read carefully and sign below)**

In the matter of the foregoing application for Commissioner for Oaths appointment in the Province of Newfoundland and Labrador, I, the undersigned, declare:

1. that the statements, declarations and answers to the questions in this application are true, correct and complete;
2. that this application is made in good faith upon my own behalf and not on the behalf of any person who is not competent to receive an appointment and upon receipt of an appointment pursuant hereto, I intend to hold myself out publicly and carry on business in good faith as a Commissioners for Oaths; and,
3. I understand that the information on my application for an appointment, or renewal thereof, will be used to evaluate my suitability for this application. I understand that if I have made a material misstatement in my application the Minister of Justice and Public Safety may revoke an appointment pursuant to the [Commissioner for Oaths Act](#).

**I, the undersigned, have read and understand the information and declarations in sections above.**

Signature	Date
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Submit completed applications to **Email:** [CommissionerForOaths@gov.nl.ca](mailto:CommissionerForOaths@gov.nl.ca)  
one of the following: **Mail:** Department of Justice and Public Safety  
 P.O. Box 8700  
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If further clarification is required, please call (709) 729-0184 or email [CommissionerForOaths@gov.nl.ca](mailto:CommissionerForOaths@gov.nl.ca)  
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