

Frequently Asked Questions: Notary Public

1. Can I take a declaration, oath or affirmation over the telephone?

No. The affirmation, declaration or oath must be taken in the presence of the Notary Public. It cannot be taken over the telephone.

2. What is the difference between a Notary Public and a Commissioner for Oaths?

A Notary Public and a Commissioner share certain powers. Both can administer oaths and take affidavits, affirmations and declarations.

A Notary Public can also issue deeds and contracts in Saskatchewan and attest to commercial instruments brought to him or her. A notary is also able to complete the acknowledgement required under *The Homesteads Act, 1989*.

3. Can a Notary Public certify or verify true copies of documents?

Yes. A Notary Public can make a photocopy of an original document and state that it is a true copy of the original. This is a duty of a Notary Public.

4. Can a Notary Public take a homesteads acknowledgement?

Yes. Certifications of Acknowledgement may be taken by a Notary Public, Justice of the Peace, Judge or Solicitor.

5. When does a Notary Public's appointment expire?

A Notary Public's appointment expires five years from the last day of the month in which the appointment is effective.

6. Do I require identification from a person signing a document if I do not know that person?

There is no requirement that a deponent, affirmant or declarant produce identification. The Notary Public should, however, point to the signature and have the person declare and confirm that it is his or her handwriting and document.

7. Can a Notary Public charge a fee for their services?

Yes. However, there is no set fee for these services.

8. How do I renew my Notary Public appointment?

Renewals are completed online. Visit Saskatchewan.ca and search “Notary Public/Commissioner for Oaths”. The search will take you to a link to start the process. You must complete the online exam (minimum 23/25 correct) and the study materials include the Notaries Public Guidelines, *Notaries Public Act* and the *Notaries Public Regulations*.

9. How long does the approval process take?

The approval process is typically 2-3 weeks.

10. I am getting an error message while trying to set up my account. What should I do?

Take a screenshot and email it to conpsupport@gov.sk.ca to identify the cause and provide a solution.

11. I received an email to pay my invoice, but I cannot find it.

To pay your invoice you will need to [sign in to your Saskatchewan Account](#) and follow the directions below:

- Once you have logged in, ensure you are on the "My Services" tab. Click on dashboard (right above notification button)
- Scroll down the page until you see a box that says Commissioner for Oaths or Notary Public.
- Click "Use Service" under the option you require.
- You should now be on the "Tasks" page.
- Scroll down to "View My Invoices" and click.
- You will now have the option to pay.

12. I haven't received my certificate in the mail yet.

You are able to print your own certificate. You can log onto your Saskatchewan.ca account. Once logged in, it will take you to a page titled “My Services”. If you scroll down the page a little bit, there is a box that says, “[Commissioner for Oaths/Notary Public](#)”. Inside the box, there is a yellow button that says, “Use Service”, please click this button. It will take you to a page titled “Tasks”. On this page, the top option is “Print my certificate”. You can view/print your invoice from this page.

13. What should I do if a person who deposes through an interpreter comes before me?

The Notary Public should ask the interpreter the following:

“You swear that you will understand the language and that you have truly, distinctly and audibly interpreted the contents of this affidavit to the deponent A.B. and that you will truly and faithfully

interpret to him or her the oath about to be administered to him or her, so help you God?”

A Notary Public should use the following jurat:

Sworn before me at _____,	)	
in the Province of Saskatchewan, this	)	
____ day of _____, 20 __,	)	
by the deponent, A.B., through the	)	
interpretation of C.D., the said C.D.,	)	
having been first sworn that he or she truly,	)	(The signature of A. B.)
distinctly and audibly interpreted the	)	
contents of this affidavit to the deponent	)	
A.B. and that he or she would truly and	)	
faithfully interpret to the said A.B. the	)	
oath about to be administered to him	)	
or her.	)	

The Notary Public should then ask the deponent through the interpreter whether it is the deponent’s signature and that he or she swears that the contents of the affidavit are true.

There are various forms of jurat which could be used to deal with specific fact situations. This jurat could also be used for affirmations by substituting the word “affixed” for “sworn.” If a situation should arise which requires assistance, contact the Notary Public office at (306) 787-4117 or email to conpsupport@gov.sk.ca.

14. What should I do if a person who is unable to sign his or her name comes before me?

A Notary should read the affidavit or document to the deponent. The form of the jurat should be as follows:

Sworn before me at _____ ,	)	
in the Province of Saskatchewan,	)	
this _____ day of _____ , 20 _____ ,	)	
I having first truly, distinctly and audibly read	)	(The mark of A. B.)
to him or her the contents of this affidavit,	)	
he or she being blind, and he or she appeared	)	
to understand the same.	)	

The Notary should then have the person swear that it is his or her mark and that the contents of the affidavit are true.

15. What should I do if a person who is visually impaired comes before me?

A Notary should read the affidavit or document to the deponent. The form of the jurat should be as follows:

Sworn before me at _____ ,	)	
in the Province of Saskatchewan,	)	
this _____ day of _____ , 20 _____ ,	)	
I having first truly, distinctly and audibly read	)	(The mark of A. B.)
to him or her the contents of this affidavit,	)	
he or she being blind, and he or she appeared	)	
to understand the same.	)	