

EXAMINATION

for Commissioner for Taking Affidavits

Applicants applying to become a Commissioner for Taking Affidavits for British Columbia must correctly complete this examination and sign the certification on page 2. To complete this examination, applicants need to read the Information and Instruction Guide for Commissioners for Taking Affidavits for British Columbia.

Part 1 – Personal Information

Last Name	First Name	Middle Name	Examination Date (DD/MM/YYYY)

Part 2 – Examination

1. What legislation governs the appointment of a Commissioner for Taking Affidavits in British Columbia?

2. Can a commissioner charge a fee for services?

Yes No

3. Can a commissioner appointment be revoked?

Yes No

4. What is the usual term of appointment for a commissioner?

5. Can a commissioner appointment have restrictions attached to it?

Yes No

6. What is the procedure for swearing an affidavit? (Describe each step in detail.)

7. What three items must a commissioner include when signing an affidavit or statutory declaration?

1.

2.

3.

Part 2 – Examination continued

8. What is a commissioner required to do if there is a change in their name, address or employment, or if they are no longer involved in the volunteer activity for which they applied for an appointment?

9. What two kinds of documents can a commissioner take?

1.

2.

10. Does an appointment as a Commissioner for Taking Affidavits authorize a person to certify or verify copies of documents?

Yes No

11. Can a document be sworn or affirmed when the individual swearing or affirming it is not present?

Yes No

12. Can a commissioner swear an oath outside the Province of British Columbia for use in the province?

Yes No

13. Under what circumstances should a commissioner refuse to take an affidavit or statutory declaration?

14. Can a commissioner take their own affidavit?

Yes No

15. What does a commissioner need to do to renew their appointment?

Part 3 – Certification

I hereby certify that I have read the Information and Instruction Guide for Commissioners for Taking Affidavits for British Columbia and have independently completed this examination.

Signature of Applicant

Date