Minute Notary

What to have ready for a video commissioning

Anyone swearing an affidavit or a statutory declaration over video in Ontario.

Tick as you go. A number in brackets points to the source of that line, listed at the end.

Before you book

- [ ] Check that your document can be commissioned by video. [1]
  An oath or a declaration can. A witnessed signature, a certified true copy, a will or a power of attorney is done in person.
- [ ] Ask the office receiving the document whether it accepts one commissioned remotely. [1]

The document

- [ ] Complete it, and leave it unsigned. [2]
  You sign it live, in front of the notary.
- [ ] Upload it when you book. [3]
- [ ] Gather any exhibits the document refers to, in the order it names them. [4]
  The notary marks each exhibit, and each one counts as an additional seal.
- [ ] Read it through and make sure you understand what you are signing. [5]
  The person administering the oath must ensure that you do.

Your identity

- [ ] Your photo ID is valid, unexpired and government-issued. [6]
  Such as a Canadian passport, Ontario driver’s licence, Ontario Photo Card, Canadian citizenship card with photo, or Permanent Resident Card.
- [ ] Keep it beside you. [2]
  You hold it up to the camera at the start of the appointment.
- [ ] Check that the name on your ID matches the name on the document. [6]
- [ ] If more than one person swears, each one attends and shows their own ID. [3]

Your device and your room

- [ ] Test your camera and microphone at minutenotary.ca/check-device. [2]
  The law asks that you and the notary can see, hear and communicate with one another in real time for the whole transaction.
- [ ] Use a phone, tablet or computer with a browser. [3]
  The signing link opens in your browser and the call runs on Google Meet. There is nothing to install and no account to create.
- [ ] Face a window or a lamp, with no bright light behind you. [2]
  The notary has to match your face to your ID.
- [ ] Choose a quiet room, and mute other devices. [2]
  The oath or affirmation has to be heard clearly on both sides.
- [ ] Plug in, or start with a charged battery. [2]
- [ ] Be ready to say where you are. [5]
  The jurat records where you and the notary each were at the time.

Before you rely on this

Ontario permits the process; the office receiving your document decides whether it accepts one commissioned remotely. Confirming that is your responsibility.

What we do

We commission affidavits and statutory declarations by live video and email the sealed PDF after the appointment.

Sources, read November 5, 2026

1. Minute Notary, Can it be commissioned online?
   minutenotary.ca/can-it-be-commissioned-online
2. Minute Notary, Camera and microphone check.
   minutenotary.ca/check-device
3. Minute Notary, How to sign your document online.
   minutenotary.ca/how-to-sign
4. Minute Notary, Affidavits.
   minutenotary.ca/services/affidavits

5. O. Reg. 431/20, Administering Oath or Declaration Remotely (e-Laws). Consolidation from March 1, 2026. ontario.ca/laws/regulation/200431
6. Minute Notary, Notarizing signatures: acceptable ID. minutenotary.ca/services/notarizing-signatures

The current version of this checklist is at minutenotary.ca/checklists/video-commissioning.