

# Affidavit/Statutory Declaration

## Affidavit

An affidavit is a written statement of fact, which is made voluntarily and confirmed by oath or affirmation. It is an oath that signifies what the individual is saying is the truth. An affidavit is typically used for court purposes or used outside of Canada.

## Statutory Declaration

Statutory declaration is a statement of facts made in writing. The statements are verified by the solemn declaration of the person making the statement. Statutory declarations may be required pursuant to various statutes. The form of a statutory declaration is mandated by the *Canada Evidence Act* and *British Columbia Evidence Act*. Statutory declarations are typically for use within Canada.



### Requirements for taking an affidavit or statutory declaration

- ✔ We need to be satisfied as to the identity of the person making the written statement. The person is required to produce reliable identification. Preferably two government issued ID which includes their name, current address, signature and photograph
- ✔ We also need to be satisfied the person making the written statement understands the contents of the documents and understands the significance of taking the oath , or solemn declaration. If an individual does not understand the contents of documents and are not acting of their own free will, we cannot proceed with taking the oath/solemn declaration.

When we are satisfied with the person’s identity and they understand the document, we administer their oath or solemn declaration and witness the deponent/declarant signing the affidavit in our presence.

There are wide variety of affidavits and statutory declarations a few examples are:

- |  |  |   |
|--|--|---|
| ✔ Change of name                           | ✔ No objection for bank or property transfer   | ✔ Various property and banking matters              |
| ✔ Vehicle transfer                         | ✔ Never issued birth certificates              | ✔ Insurance corporation of BC related claim matters |
| ✔ Change of appearance                     | ✔ Other lost or damaged identification         | ✔ Renewing passports                                |
| ✔ Child Travel                             | ✔ Holdback release and construction draws      | ✔ Lost or damaged passports                         |
| ✔ Various marriage purposes                | ✔ Sponsorships and various immigration matters | ✔ Passports expired more than 6 months              |
| ✔ Child benefits                           |  |   |
| ✔ Proof of identity                        |  |   |
| ✔ Non-Registered vehicle, trailer or truck |  |   |




\* denotes a notary corporation

### Office Hours

**Monday – Friday**  
9:30AM – 5:30PM  
**Saturday**  
9:30AM - 3:00PM

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