

Virtual Signing of Statutory Declarations

A key service that the CCA provides to our industry is the signing of statutory declarations. Effective April 1, 2020 we will be providing a virtual commissioning of statutory declarations.

This follows the Law Society of Alberta resource on Virtual Commissioning. CCA advises all to review the Law Societies website as they do state there are risks potentially with video conferencing. <https://www.lawsociety.ab.ca/about-us/key-initiatives/covid-19-updates/covid-19-faqs/>.

The CCA has 3 staff members that are Commissioners of Oaths.

The process:

- Call 403-291-3350 or email anneblair@cgyca.com to set up a video conference via Zoom Meeting.
- All CCDC 9 statutory declaration forms require a copyright seal in the bottom right hand corner before being signed by a Commissioner of Oaths.
- On the video conference call picture identification will be asked for in order to verify the declarant's signature.
- Once identification is confirmed you will be asked to sign the stat dec with the Commissioner of Oaths witnessing. You will then scan and send document by email. If you don't have a scanner/copier option there are mobile apps like Adobe Scan App, Microsoft Office Lens, and Simple Scan available.
- Once scanned and emailed, document will be printed out, verified, signed and emailed back.

Thank you for your understanding