

# Manitoba Justice Private Investigators and Security Guards Information Note

October 5, 2023

## Commissioner for Oaths Signatures Clarification and Requirements

This information notice is to clarify requirements for Commissioner for Oaths signatures and related application submission processes.

All applications must include an ink signature from both the applicant and the Commissioner for Oaths in the “Declaration” section of the application form. The Commissioner for Oaths must verify the applicant’s identity and physically witness the applicant sign the application form.

It has come to the attention of the Registrar that some Commissioner for Oaths signatures on application submissions are not meeting this requirement which is directed by *the Manitoba Evidence Act* and its Regulations.

Examples of what is not acceptable are electronic or typed signatures (not actual) inserted by the applicant or the Commissioner for Oaths, applicant signatures not being witnessed in person by the Commissioner for Oaths with verification of identity, and sections of the application being completed by persons other than the applicant.

All sections of an application form, aside from the signature field provided for the Commissioner for Oaths, must be completed by the applicant themselves.

All completed applications with ink signatures will continue to be submitted via email in the form of a scan of the completed application form, with all other required documents, as per the e-mail submission process. Details are found on the program website at this link:

[applicationsub\\_noncompliance.pdf \(gov.mb.ca\)](#)

### Statutory Declarations

Licence application forms require the Commissioner for Oaths to take a Statutory Declaration on the final page of the form. Individuals designated as a Commissioner for Oaths must meet the criteria for taking a Statutory Declaration as set by *the Manitoba Evidence Act* and its Regulations.

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Licence applicants must be in the physical presence of the Commissioner for Oaths at the time that the Statutory Declaration is completed.

This means that the applicant and Commissioner for Oaths must see each other sign on the application form. The Commissioner for Oaths must verify the identity of the applicant prior to witnessing their signature. The applicant must have completed their own application form.

Information on these requirements can be found at the following link:

[Companies Office | Entrepreneurship Manitoba \(gov.mb.ca\)](#)

Please note that failing to observe these criteria will result in the application being rejected.

Commissioner for Oaths who take Statutory Declarations improperly may have their designation negatively impacted.

If you have any related questions, please e-mail [pisg@gov.mb.ca](mailto:pisg@gov.mb.ca)