



## **Virtual Commissioning of Statutory Declarations**

All Commissioner of Oaths services for signing of Statutory Declarations will be completed virtually online through Microsoft Teams.

When it is your appointment time, please click the Microsoft Teams link below. You must enable your camera and audio - our team will need to be able to witness you signing the CCDC 9A or 9B document. Once signed, you will copy, scan, and send the document to our team. Our team will stamp and sign the document and send it back to you.

Note: If you do not have access to an office scanner, we suggest using Adobe Scan, a free app you can use with Apple and Android products.

Please note that these sessions will be recorded for documentation purposes.

### **Administering Virtual Commissioning**

Please see below the steps to virtually signing a Statutory Declaration document:

1. Clients/Members wishing to schedule a Virtual Commissioning appointment with the Construction Association of Nova Scotia (CANS) will reach out to the designated Commissioner of Oaths to schedule an appointment.
2. A Microsoft Teams meeting invite will be sent from the Commissioner of Oaths on CANS staff to the requesting party (Microsoft Teams can be used free-of-charge by the client from a computer or mobile device by accepting the meeting request on their device. A record of the session will remain in the CANS calendar and will be documented for internal reference. The session will be recorded through Microsoft Teams).
3. When the session begins, the Commissioner of Oaths on staff will confirm the Client/Member's understanding about the process, notify the Client/Member that this session will be recorded, and provide adequate opportunity for them to ask questions during the video conference.
4. The Client/Member will show the Commissioner of Oaths the front and back of their government issued identification while their face is in view of the camera. The Commissioner of Oaths on staff will record the type of identification produced after they are satisfied they have confirmation of identity.



5. After the Client/Member has been virtually identified, the Commissioner of Oaths on staff will administer an oath before the client signs the document (to be signed while on camera before the eyes of the Commissioner of Oaths on staff).
6. The document with wet signature is then required to be scanned and emailed to the Commissioner of Oaths on staff, while on camera.
7. The Commissioner of Oaths on staff, if satisfied of the genuineness of the signature of the deponent, will print the document, sign the document with a wet signature, stamp the document, scan the document, and send via email back to the Client/Member.
8. The Commissioner of Oaths on staff will then save the hard-copy version with their authorized signature in wet ink at the physical plant.

**CANS Commissioner of Oaths**

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