

## LICENSING PROCESS

**Virtual Commissioning Form for the 2021-22 Licensing Application and Application Supporting Documents**

Remote or virtual commissioning is the practice of a person administering an oath or declaration of a deponent or declarant without being in their physical presence. For simplicity, this document uses the terms **remote or virtual commissioning** for the practice of administering such an oath or declaration; **commissioner** for the person administering the oath or declaration; and **deponent** for the person making the oath or declaration. Effective August 1, 2020, Ontario legislation permits remote commissioning, provided that certain conditions are met.

This form is intended to provide an applicant to the paralegal or lawyer licensing process and the commissioner of their documents with specific instructions and resources on how to **virtually/remotely commission the applicants'/deponents' licensing process application and the required supporting application documents**. If an applicant intends to have their documents commissioned virtually, this form is considered a part of the applicants' PDF licensing application and must be printed and submitted to the Law Society along with the printed PDF application and all required supporting documentation that have also been duly commissioned.

A "licensing process application" means the PDF licensing process application form submitted by the candidate for admission to the licensing process and includes the virtual commissioning form if documents are commissioned virtually/remotely.

"Supporting document" includes all of the following items: any amendment form(s) relating to the application information, any good character supporting information, the legal name supporting document(s) and the passport photos required as part of the application process.

If you do not intend to have your application and supporting documentation virtually commissioned, you should not complete and submit this form with the application and instead refer to your PDF application and the "Completing the Application" section on the website for instructions on how to have the application and supporting documents commissioned in-person.

**Important Information and Links to Review before Documents are Virtually Commissioned**

**Please provide these links to your commissioner prior to your virtual commissioning meeting.**

**Remote/Virtual Commissioning**

<https://lso.ca/lawyers/practice-supports-and-resources/topics/the-lawyer-client-relationship/commissioner-for-taking-affidavits-and-notary-publ/1%e2%80%99attestation-a-distance>

**Best Practices and Supports**

<https://lawsocietyontario.azureedge.net/media/lso/media/lawyers/practice-supports-resources/best-practices-for-virtual-commissioning-during-covid-19-en.pdf>

**Candidate Full Legal Name:**

**Candidate Number:**

**Sworn or Affirmed before me:**

by video conference

**COMPLETE THIS IF COMMISSIONER IS NOT IN THE SAME LOCATION AS DEPONENT**

**DECLARATION AND AGREEMENT**

Applicant/Deponent

By signing this application, I declare and agree as follows:

I declare under oath (solemnly affirm) that the facts contained in my licensing application and supporting documentation are true. I agree to follow all the rules and regulations of the Law Society of Ontario as well as the Lawyer Licensing Process Policies and procedures. I agree to the Declaration and Obligations as set out in my licensing process application.

Commissioner:

By signing this form, I declare that I have reviewed and verified the deponents' PDF licensing process application. I further declare that I have reviewed and verified the following supporting documentation as part of the commissioning process for this applicant:

The deponents' legal name documentation and identification that will be submitted with the application;

The deponents passport photos;

The deponents' good character information included in the good character section of the PDF application or any other associated explanations in support of their good character answer(s) (only if they have indicated a response in the affirmative to any question(s) contained in the good character section).

<b>COMPLETE THIS COLUMN IF COMMISSIONER NOT IN THE SAME LOCATION AS DEPONENT</b>
From the  (insert location of Deponent—e.g., "City of Brampton")  in the  (insert province/territory/state of Deponent's location (you may also include municipality)—e.g., "Regional Municipality of Peel in the Province of Ontario")  To the  (insert location of Commissioner—e.g., "City of Toronto")  in the  (insert province/territory/state of Commissioner's location (you may also include municipality)—e.g., "Province of Ontario")

