

Guide to completing an affidavit

A properly completed affidavit is required to amend a Vital Statistics record

Overview

An affidavit is a written statement sworn to or affirmed in front of a commissioner for oaths or notary public.

- A commissioner for oaths may be from Alberta or any other Canadian jurisdiction
- A notary public may be from anywhere (i.e. Alberta, outside Alberta, or outside Canada)

Completing an affidavit

Body of an affidavit

Read the prepared information on the affidavit carefully to make sure the new information is written exactly how you want it. Pay close attention to the spelling of names.

If your affidavit has “From” and “To” columns:

- “From” column:
 - Do not change (i.e. add or delete from) the information in this section, as this is exactly how the information is currently written on the record.
- “To” column:
 - This is where you state exactly how you want the information to read.
 - If there is an error with the information in this column, make a correction and have the commissioner for oaths or notary public initial the change.

Signatures

The affidavit sent to Vital Statistics must have original signatures. Faxes and photocopies are not accepted.

Changes or corrections

If you make a mistake while filling out an affidavit, or need to change the information provided in the “To” column, all changes or corrections must:

- be made before the affidavit is signed by the commissioner for oaths or notary public
- be initialed by the commissioner for oaths or notary public
- be made by drawing one line through the incorrect information and writing the correct information above or near the correction.

Rejection of affidavits

An affidavit will be rejected if:

- changes or corrections have not been initialed by the commissioner for oaths or notary public who signs the affidavit
- the document has been completed in pencil or light or erasable ink
- corrections have been made with correction tape/fluid.

False information

Section 131 of the Criminal Code provides that a person commits perjury by making a false statement with the intent to mislead, under oath or solemn affirmation in an affidavit or statutory declaration, knowing the information is false. A person who commits perjury is guilty of an indictable offence and is liable to imprisonment per section 132 of the Criminal Code.