



## INTERNAL REFERRAL PROTOCOL FOR COMMISSIONING SERVICES

1. All clients requiring commissioning services must first meet with a Settlement Worker to determine client eligibility for DBNC services and validity of documents.
2. Documents for attestation by a Notary Public are not legally permitted to be signed by a Commissioner For Taking Affidavits.
3. A Commissioner For Taking Affidavits is authorized to commission copies of the following documents, upon verification of the originals: passports, educational certificates, invitations, parental consent, birth/death/marriage/divorce/life certificates, permanent residency card, other identification cards, driver's license, name change forms, affidavits and in lieu of guarantor documents.
4. Documents to be commissioned must only be signed by the client in the presence of the Commissioner,
5. Documents pertaining to financial and justice issues e.g. purchase/ sale of property, bank transactions, fingerprints/criminal records are not eligible  
Question to ask: 'How is this document helping the individual to settle in Canada?' When in doubt, please call one of the Commissioners listed below for advice:
  - Ayesha Perera - [905] 629-1873 x 247
  - Jaanaki Jeyaraam - [905] 629-1873 x 256
  - Joyce Montellano - [905] 629-1873 x 250
  - Maureen Dillon - [905] 629-1873 x 246

