

Notary Public Commission Instructions



Wyoming Secretary of State • Herschler Building East • 122 W 25th St, Ste 100
Cheyenne, WY 82002-0020 • 307.777.7370 • Notaries@wyo.gov
sos.wyo.gov

Application Instructions _____

- A Notary Public Commission is valid for a four year term. You must re-apply with our office every four years.
- Commission Renewals may be submitted up to six weeks prior to the term expiration date.
- Submit one Application/Renewal form with ink signature via mail to the address on the form.
- Filing fee of \$30.00. Make check or money order payable to Wyoming Secretary of State.

Next Steps _____

- Typical processing time is 5-7 business days following receipt of your documents.
- You may not notarize until all steps have been completed. Once your application/renewal is processed, you will receive a letter from our office via email advising you of the final requirements to complete the commission process as follows:
 - Obtain your \$500 notary bond covering the four year commission term.
 - Record your bond and oath with your County Clerk's Office within 60 days from the beginning date of your commission.
 - Your certificate will have been sent to the Clerk and you will receive it upon recording your oath and bond.
 - Then you may purchase your stamp and supplies, and begin notarizing.



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For Office Use Only

NOTARY PUBLIC COMMISSION APPLICATION/RENEWAL

1. Commission Name Style (type or print name to exactly match signature below)		2. County of Residence	
4. Last Name	5. First Name	6. Middle Name	
7. Residential Address (street/route)	8. City	9. Zip Code	10. Home/ Cell Phone
11. Mailing Address (where notary information will be mailed)		12. City	13. Zip Code
14. Name of Employer			15. Business Phone
16. Address of Employer		17. City	18. Zip Code
19. I am applying for: <input type="checkbox"/> A new commission; or <input type="checkbox"/> A renewal of my current commission. My current commission expiration date is: _____			
20. Have you ever been a Wyoming notary? <input type="checkbox"/> Yes, under the name of _____ in _____ County. <input type="checkbox"/> No.			
21. Email Address (may list multiple email addresses)			

Certification: Please check all that apply, then sign (as shown in Item #1) and date the application.

I certify that:

- 1) I am 18 years of age or older.
- 2) I am able to read and write the English language.
- 3) I am a resident of the State of Wyoming and of the County for which I am making an application.
- 4) I have not been convicted of a felony **or**
- 5) I have been convicted of a felony and my felony conviction has been:
 - Reversed or annulled;
 - Pardoned; or
 - All rights have been restored pursuant to W.S. 7-13-105(a).

I further certify that I understand the duties and responsibilities imposed on notaries public under Wyoming law and understand that breach of said responsibility may result in criminal penalties including imprisonment.

 Signature of Applicant (**must match Item #1 above**)

 Date