



Wyoming Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

❑ **Step 1**

I am eligible to become a Notary and am in compliance with state requirements:

- **18 years or older**
- **WY resident or have a place of employment or practice in the state or be the spouse or legal dependent of military personnel assigned to active duty in WY**
- **Able to read and write English**
- **No felony convictions unless reversed, annulled, pardoned, or all civil rights have been restored**

❑ **Step 2**

I purchased my state required Notary seal and supplies at NationalNotary.org/WY/Become or I called 1-800-876-6827.

❑ **Step 3**

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

❑ **Step 4**

I have completed my training and passed the exam.

❑ **Step 5**

I have completed my [Notary commission application](#), submit it with my proof of completion, and my \$60 fee to:

Wyoming Secretary of State
Herschler Building East Capitol
122 W 25th St, Ste 100
Cheyenne, WY 82002-0020

❑ **Step 6**

I have received my commission certificate and appointment letter via email.

❑ **Step 7**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: Releasing@NationalNotary.org or via fax to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/WY/Become

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)