



# Wyoming Notary Commission Process

## *Step-by-Step Instructions to Renew My Notary Commission*

### ☐ **Step 1**

I am eligible to renew as 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](http://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 downloaded the [application](#) with exam pdf from the Wyoming SOS [website](#).

### ☐ **Step 5**

I have reviewed the [Notary Education Presentation](#) which will help me answer the exam questions found on the application.

Note: If I have completed the state-required education and exam provide by the NNA, I will include the certificate of completion when submitting my application and skip to Part III of the application)

### ☐ **Step 6**

I have mailed my completed my application and my \$60 filling fee to:

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

### ☐ **Step 7**

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

### ☐ **Step 8**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: [Releasing@NationalNotary.org](mailto: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.



NATIONAL  
NOTARY  
ASSOCIATION



NOTE: Any [Wyoming Notary package](#) you purchase from the NNA will include your state required items: State-required education and exam, Notary stamp and journal. It's the best and most convenient way to make sure you have everything you need to renew as a Wyoming Notary.

**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/WY/Renew](http://www.NationalNotary.org/WY/Renew)

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