



Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/WY/Renew

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

Step 1

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

- **18 years or older**
- **WY resident**
- **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 <http://www.NationalNotary.org/WY/Renew> 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 application <https://sos.wyo.gov/Services/Notaries.aspx> and submit

it with my proof of completion 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.

Step 7

I have emailed a copy of my appointment letter to the NNA: Releasing@NationalNotary.org, or faxed to 1-800-833-1211.

Step 8

I have received my stamp.