



Wyoming Secretary of State

Edward A. Buchanan
Secretary of State

Karen L. Wheeler
Deputy Secretary of State

To: Customers & Registered Agents of the WY SOS Business Division
From: Wyoming Secretary of State's Office – Business Division
Date: March 19, 2020
Subject: **Temporary Business Division Modification Plan for Social Distancing**

In light of the current State of Emergency due to COVID-19 declared by Governor Mark Gordon, the Business Division is making some temporary modifications to assist in the reduction of the number of in-person interactions for our customers and staff. To that end, **beginning Monday, March 23, 2020**, the following changes will take place:

1. Customers & registered agents with a previously existing drop box agreement with the Secretary of State's office will be permitted to drop off filings from 9am to 10am and pick up filings from 3pm to 4pm. A box for each of you will be placed in the current seating area of the business division for you to retrieve and drop off items without physically interacting with members of the staff. Business registrars will stamp filings as received on the day they are placed in the box.
2. Members of the public can receive assistance from a business registrar by contacting the office at 307-777-7311 or business@wyo.gov. A business registrar will reach out to assist customers by telephone or email. If a personal meeting is necessary, scheduling will occur after a telephone or email consultation.
3. We ask you to refrain from visiting the office in person if you are exhibiting any flu-like symptoms or have been in contact with a high-risk area or anyone testing positive for COVID-19.

Business registrars will be available to assist you by phone or email from Monday-Friday from 8:00 to 5:00 pm. As this situation continues to change, any modifications to this plan will be posted on our website at sos.wyo.gov. We encourage you to check the site frequently for updates. We appreciate your patience as we all navigate this difficult time together.