

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

Please Read Carefully - The Commission Process Has Changed Effective 7/1/2021

Application Instructions _____

- A Notary Public Commission is valid for a six-year term. You must re-apply with the Wyoming Secretary of State every six years.
- You must review the Notary Education Presentation found at <https://sos.wyo.gov/Services/Notaries> and complete the attached examination required by §W.S. 32-3-121(a). If you have already completed the education and examination by an approved vendor, please include your certificate of completion with this application.
- Submit one Application/Renewal form with ink signature to the mailing address on the form.
- Include a filing fee of \$60. Make your check or money order payable to the Wyoming Secretary of State.
- For a name change only, please complete Part I and include a filing fee of \$10. *Your term dates will not change.*

This application is a public record and is subject to disclosure under the Wyoming Public Records Act.

Next Steps _____

- Typical processing time is 5-7 business days following receipt of your documents.
- You are no longer required to file a notary bond. You still have the option to obtain a bond or E&O insurance for yourself if you choose. These will NOT be filed with the County or the State.
- Once your Application/Renewal is processed, you will receive an email from our office with your Appointment Letter and Certificate of Commission.
- You must obtain a new stamp. Your Appointment Letter will include instructions on the new statutorily required design.



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NOTARY PUBLIC COMMISSION APPLICATION/RENEWAL

PART I: APPLICANT INFORMATION - Complete each field.			
Full legal name:		Phone number:	
Commission name style - (Print):		Commission name style - (Official signature):	
Residential address:	City:	State:	Zip code:
Mailing address:	City:	State:	Zip code:
Email address(es):			
Employer name:		Employer phone number:	
Employer address:	City:	State:	Zip code:
If any of the above information changes, <u>an updated form shall be re-submitted within 30 days.</u>			
<input type="checkbox"/> Check here if you are updating your information. In the case of a name change, be sure to sign with your new official signature and submit a filing fee of \$10. <i>Your commission term will remain the same.</i>			

PART II: OTHER INFORMATION - Check all that apply.	
<input type="checkbox"/> I am applying for a new commission; or	
<input type="checkbox"/> I am applying for a renewal of my current commission which expires on _____.	
<input type="checkbox"/> I have previously been a Wyoming notary public, under _____ (name)	
<input type="checkbox"/> I intend to perform remote notarizations.	
<input type="checkbox"/> I want my contact information made available to people seeking remote notarizations.	
<input type="checkbox"/> I intend to use the following remote platform(s) or other form(s) of communication technology: _____.	
<input type="checkbox"/> I am a mobile notary public.	
<input type="checkbox"/> I want my contact information made available to people seeking mobile notary public services.	

PART III: WYOMING NOTARY PUBLIC EXAMINATION - Circle the correct answer. At least fourteen (14) correct answers are required for a passing grade. These questions reflect the changes in Wyoming notary law in effect as of July 1, 2021.

1.	A Wyoming notary public commission term is valid for six years.	True		False
2.	Personal appearance includes both physical and remote appearance.	True		False
3.	An audio/visual recording is not required to perform a remote notarization.	True		False
4.	A bond is required for all new and renewing notary public commissions.	True		False
5.	The county of residence shall not be included on a notary public stamp.	True		False
6.	A notary public shall complete the education requirement for each term.	True		False
7.	A journal entry is not required for all notarial acts.	True		False
8.	The maximum fee a notary public may charge is \$5.00 per notarial act.	True		False
9.	If employed in WY, a non-resident may become a WY notary public.	True		False
10.	The Secretary of State has the authority to revoke a commission.	True		False
11.	A notarial certificate cannot be corrected once the notarial act is complete.	True		False
12.	A notary public is allowed to notarize a photocopy of a vital record.	True		False
13.	A notary public's direct beneficial interest prohibits them from notarizing.	True		False
14.	For a remote notarization, a notary public may charge a technology fee.	True		False
15.	Notarizations can never be performed in bordering states.	True		False
16.	Remote ink notarizations (RIN) may be performed for any notarial act.	True		False
17.	Journals shall be maintained by electronic journal and/or by hard copy.	True		False
18.	A notarization must include a full notarial certificate, and not just a stamp.	True		False
19.	A notary public's identification number shall not be listed on their stamp.	True		False
20.	A signer's form of ID can be accepted if more than 10 years expired.	True		False

PART IV: OATH OF OFFICE - Swear/affirm and sign in the presence of a commissioned notary (*not yourself*).

I _____ hereby certify that the above information is correct; that I am in compliance with the requirements set forth in W.S. § 32-3-120; that I understand the official duties and responsibilities of a notary public of this State; that I will uphold the Constitution of the United States and the Constitution and laws of the State of Wyoming; and that I will faithfully perform, to the best of my ability, the duties of the office of notary public.

Signature of applicant: _____ Date: _____

State of _____)
 County of _____)

Subscribed and sworn to or affirmed before me this ____ day of _____, 20__.

 (Notary Public Signature)

“Notary Seal Here”

My commission expires: _____