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.aspx 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 and skip Part III.
- ☐ Submit one Application/Renewal form with ink signature to the mailing address listed above.
- ☐ 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 the Name Change Form found at

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.

Wyoming Secretary of State
Herschler Building East
122 W 25th St, Ste 100
Cheyenne, WY 82002-0020
Ph: 307.777.7370
Email: Notaries@wyo.gov

For Office Use Only

NOTARY PUBLIC COMMISSION APPLICATION/RENEWAL

PART I: APPLICANT INFORMATION - Complete each field.			
Commission name style - (Print):			
Last name	First name	Middle	
Residential address:	City:	State:	Zip code:
Home phone:	Email address(es):		
Mailing address:	City:	State:	Zip code:
Employer name:	Employer address:		
Employer city:	State:	Zip code:	Work phone:

PART II: OTHER INFORMATION - Check all that apply.

- ☐ I have previously been a Wyoming notary public, under _____ (name).
- ☐ I am applying for a new commission; or
- ☐ I am applying for a renewal of my current commission which expires on _____.

- ☐ I intend to perform remote notarizations. I intend to use the following remote platform(s) or other form(s) of communication technology:

  _____.

- ☐ I want my contact information made available to people seeking remote notarizations.

- ☐ I am a mobile notary public and 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 & OFFICIAL SIGNATURE SAMPLE - 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: _____

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

Revised November 1, 2021