

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 on our website at sos.wyo.gov.

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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For Office Use Only

NOTARY PUBLIC COMMISSION APPLICATION/RENEWAL

PART I: APPLICANT INFORMATION - Complete each field.				
Commission name: (Print your name as you will sign and as it will appear on your stamp, e.g. B. Fox or Ben Fox)				
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.
<input type="checkbox"/> I have not been convicted of a felony as prohibited by W.S. § 6-10-106.
<input type="checkbox"/> I have previously been a Wyoming notary public, under _____. (name)
<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 intend to perform remote notarizations. I intend to use the following remote platform(s) or other form(s) of communication technology: _____
<input type="checkbox"/> I want my contact information made available to people seeking remote notarizations. <input type="checkbox"/> I am a mobile notary public and want my contact information made available for all notarizations.
<input type="checkbox"/> I would also like a hard copy of my notary public documents sent to my mailing address.

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.