

# Notary Public Commission Instructions



Wyoming Secretary of State • Herschler Building East • 122 W 25<sup>th</sup> St, Ste 100  
Cheyenne, WY 82002-0020 • 307.777.7370 • [Notaries@wyo.gov](mailto:Notaries@wyo.gov)  
[sos.wyo.gov](http://sos.wyo.gov)

## Application Instructions \_\_\_\_\_

- ☐ **You must complete all four parts of this form for a renewal and an initial application.** A Notary Public Commission is valid for a six-year term.
- ☐ 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.
- ☐ Part IV of this form must be notarized prior to submission. The Secretary of State's Office cannot notarize this for you.
- ☐ A hard copy of this Application/Renewal form must be delivered or mailed 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. Unfortunately, credit cards are not accepted.
- ☐ For a name change only, please complete the Name Change Form found on our website at <https://sos.wyo.gov/Services/Notaries.aspx>.

## Next Steps \_\_\_\_\_

- You 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 statutorily required design.



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For Office Use Only

## NOTARY PUBLIC COMMISSION APPLICATION/RENEWAL

<b>PART I: APPLICANT INFORMATION</b> - 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:	

<b>PART II: OTHER INFORMATION</b> - 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"/> Your notary documents will be emailed to you immediately after processing. If you would also like a hard copy sent to your mailing address, check this box.

**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.	A notarial certificate can be corrected once the notarial act is complete.	True	False
11.	The Secretary of State does not have the authority to revoke a commission.	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)- must be completed prior to submission.

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.*