INSTRUCTIONS FOR AFFIDAVIT D

W.S. § 16-6-101
(a) As used in this act:

(i) “Resident” means a natural person, association or business entity...subject to the

following criteria:

(D) A business entity organized under the laws of the state which has been in

existence in the state for one (1) year or more and whose chief executive officer

has been a resident of the state for one (1) year or more immediately prior to

bidding upon the contract or responding to a request for proposal and maintains

its principal office and place of business within the state. If at least fifty percent

(50%) of the equity in the business entity is owned by nonresidents, the

nonresident equity owned by the nonresidents shall:

(I) Have been acquired by nonresidents one (1) year or more immediately

prior to bidding upon the contract or responding to a request for

proposal; or

(II) If it consists of shares in a corporation, be publicly traded and

registered under Section 13 or 15(d) of the Securities Exchange Act of

1934 for one (1) or more classes of its shares.

Requirements to Qualify:

☐ Organized under Wyoming Law

☐ Have a principal office and place of business as determined by the Division for at least one (1)

year or more.

☐ The CEO must currently have been a Wyoming resident of one (1) year or more.

Additionally, if 50% or more of the equity is owned by nonresidents:

☐ Was acquired by nonresidents at least one (1) year or more ago.

☐ If it is shares in a corporation, it must be publicly traded and registered.

Required Documentation:

☐ A completed, notarized affidavit signed by the CEO and Secretary or Treasurer.

☐ A photocopy of the front and back of the CEO’s driver’s license.

☐ A check or money order made out to DWS/Labor Standards for $40.00.

☐ For renewing residents: The original certificate needs to be returned to the Division with your
documents. If you are unable to locate your original certificate, please contact the Division.
As public servants, we work hard every day to help ensure safe and fair workplaces with qualified workers.

The original copy of all documents must be received by the Division at this address:

DWS - Labor Standards  
5221 Yellowstone Road  
Cheyenne, WY 82002

As a courtesy, you may email a scanned copy of the required documents and a copy of the check or money order to DWS-Residency@wyo.gov. This may allow for the review of your case to be expedited, but the Division must still receive the original documents.

If you are unsure if this is the right affidavit type or have any questions, please contact the Wyoming Department of Workforce Services, Division of Labor Standards at (307)777-7261.

Legal Reminders:
Wyoming Statute 16-6-120 outlines possible punishments for providing misrepresented or false information. Potential penalties include fines, being barred from bidding and potentially felony charges.