



Mark Gordon  
Governor

# State of Wyoming Department of Workforce Services

Labor Standards  
5221 Yellowstone Road  
Cheyenne, WY 82002  
307-777-7261 ■ Fax: 307-777-5633  
www.wyomingworkforce.org



Robin Sessions Cooley, J.D.  
Director  
Elizabeth Gagen, J.D.  
Deputy Director

## INSTRUCTIONS FOR AFFIDAVIT B

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:*

(B) *A business entity, each member or equity owner of which 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;*

### Requirements to Qualify:

- Each member or equity owner must currently have lived in Wyoming for one (1) year or more.

### Required Documentation:

- A completed, notarized affidavit signed by each member or equity owner.
- A photocopy of the front and back of each member(s) or equity owner(s) driver’s license.
- A check or money order made out to DWS/Labor Standards for \$40.00.

**DWS - Labor Standards**  
**5221 Yellowstone Road**  
**Cheyenne, WY 82002**

The required documents need to be uploaded into the application form:

<https://forms.gle/hoVu53crwCjstXbt7>

***FOR EXPEDITED REVIEWS, MAKE SURE TO INCLUDE AN IMAGE OF THE CHECK WITH UPLOADED DOCUMENTS BEFORE MAILING IT.***



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 or [dws-residency@wyo.gov](mailto:dws-residency@wyo.gov).

### 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.*