



**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 C

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:*

(C) *A business entity organized under the laws of the state:*

(I) *With at least fifty percent (50%) of the equity in the business entity owned by persons who have been residents of the state for one (1) year or more prior to bidding upon the contract or responding to a request for proposal;*

(II) *Which has maintained its principal office and place of business within the state for at least one (1) year; and*

(III) *The chief executive officer of the business entity has been a resident of the state for one (1) year or more immediately prior to the business entity's bidding upon the contract or responding to a request for proposal.*

### Requirements to Qualify:

- At least fifty percent (50%) of the equity in the company must be owned by those who currently have lived in Wyoming for one (1) year or more.
- 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.

### Required Documentation:

- A completed, notarized affidavit signed by the CEO and Secretary or Treasurer.
- A photocopy of the front and back of each resident member(s) or equity owner(s) driver's license.
- 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.

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

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

<https://forms.gle/hoVu53crwCjsrXbt7>

**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.*