



Mark Gordon
Governor

State of Wyoming Department of Workforce Services

Labor Standards
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Robin Sessions Cooley, J.D.
Director

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Deputy Director

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.

DWS - Labor Standards
5221 Yellowstone Road
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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.

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.