



Mark Gordon
Governor

State of Wyoming Department of Workforce Services

Labor Standards
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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 J

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:
- (J) A business entity organized under the laws of any state which has been in existence for two (2) years or more:
- (I) Has continuously maintained a principal office and place of business within the state for at least one (1) year;
 - (II) Has continuously employed not less than fifteen (15) full-time Wyoming resident employees within the state for one (1) year or more prior to bidding upon the contract or responding to a request for proposal; and
 - (III) Has paid worker's compensation and unemployment taxes in Wyoming for at least one (1) year and is in good standing with the department of workforce services at the time the bid or request for proposal is submitted.

Requirements to Qualify:

- Has been in existence for two (2) years or more.
- Has a principal office and place of business in Wyoming as determined by the Division for at least one (1) year or more.
- Has continuously employed fifteen (15) full-time Wyoming resident employees.
- Must be in good standing with Wyoming Workers' Compensation and Unemployment Insurance.

Required Documentation:

- A completed, notarized affidavit signed by the CEO and Secretary or Treasurer.
- Documentation to verify existence of company for two (2) years or more.
- Documentation of a principal office and place of business in Wyoming for at least one (1) year.
- COGS for Wyoming Workers' Compensation and Unemployment Insurance.
- Payroll records to verify employment of fifteen (15) or more Wyoming Resident employees.
- A check or money order made out to DWS/Labor Standards for \$100.00.

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.

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.