

**INSTRUCTIONS FOR PERSON, PARTNERSHIP, LIMITED
PARTNERSHIP, REGISTERED LIMITED PARTNERSHIP, REGISTERED
LIMITED LIABILITY COMPANY OR CORPORATION
SEEKING RESIDENCY STATUS**

W.S. § 16-6-101(a) (i) (J) states:

(J) A corporation 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 Wyoming workers' compensation and department of workforce services at the time the bid or request for proposal is submitted.

AFFIDAVIT REQUIRED:

1. Return the completed Affidavit signed by the partner(s) or member(s).
2. Documentation to verify existence of headquarters or administrative center in the State of Wyoming for two (2) years or more.
3. Has continuously maintained a principal office and place of business within the state for at least one (1) year)
4. Payroll records to verify employment of not less than fifteen (15) full-time Wyoming resident employees in the State of Wyoming for one year.
5. Documentation to verify if paid workers' compensation and unemployment taxes in Wyoming for at least one (1) year and is in good standing with Wyoming workers' compensation and department of employment at the time the bid or request for proposal is submitted.
6. Residency certificates ***must be renewed on an annual basis***. The original certificates should be resubmitted to the Department of Workforce Services/Labor Standards.
7. If you have any questions, contact the Wyoming Department of Workforce Services / Labor Standards, 1510 E. Pershing, West Wing, Room 150, Cheyenne, WY 82002, Telephone (307) 777-7261, FAX (307) 777-5633.