

INSTRUCTIONS FOR INDIVIDUALS SEEKING RESIDENCY STATUS

W.S. § 16-6-101 (A) states:

“(A) Any natural person who 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;”

DOCUMENTATION AND AFFIDAVIT REQUIRED:

1. Submit a photocopy of the owner(s) driver's license(s). If the license has an extension, please provide a copy of the back of the license also. Should a driver's license not be available, submit a combination of documents that will validate residency status: contractor's license issued by the state, county or municipality; Internal Revenue Service income tax return; membership with a contractor's or business association, building and trades or labor union collective bargaining agreement.
2. Return the completed Affidavit signed by the owner or owners.
3. Residency certificates ***must be renewed on an annual basis***. The original certificates should be resubmitted to the Department of Workforce Services/Labor Standards.
4. 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.