

**Notaries Public  
Handbook**



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Secretary of State**

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## **HISTORY**

The practice of a notary public dates back to ancient Roman times when few people learned to read and write. A "notarius" was appointed as a public official to create written documents of agreement or wills and to hold them for safekeeping.

Wax seals with individualized engravings or symbols were used as signatures at the end of written agreements. In later centuries, ribbons were woven into holes placed in the margin of multiple page documents to tie the pages together. Wax seals were placed over the knots to ensure no pages were added nor removed. This was the birth of the notary seal and certificate.

In Colonial America, persons of high moral character were appointed as public notaries to certify and keep documents safe.

It is remarkable that in our age of sophisticated technology, the notary practice still includes the use of a seal and signature of the notary. Little has changed over the centuries. Perhaps it evidences the high level of security proper notarizations provide.

Every day millions of documents are prepared, signed and submitted for processing or filing for countless transactions: real estate deeds, automobile titles, loan applications, buy/sell agreements, applications for visas or college admission, credit applications, business licenses, service contracts and thousands more. Billions of dollars are at stake in these transactions. Reliance on signatures

poses growing risks and the incidence of fraud by forgery or false identification continues to increase in our country. Proof of authenticity of signatures on business or legal records is increasingly important for protection against fraud.

Notarization of signatures is often essential to the "due diligence" and "standard of care" of the parties to ensure the integrity of the documents. By law, numerous transactions require notarized signatures.

## **PRINCIPLES**

1. A Notary Commission is a **public office**. The law prescribes the duties, powers and authority of a Commission. The power to appoint Notaries Public is vested in the Wyoming Secretary of State. Generally, the authority of notaries is recognized world wide.
2. Notaries **may not refuse service to anyone** who makes a reasonable and lawful request for a notarization and they must treat all persons equally. If a notary's employer instructs the notary to perform a notarization which would violate state notary law, the notary must comply with all aspects of the notary law.
3. Impartiality is **having no conflict of interest**. A notary must be an impartial witness. A notary is "disqualified" from notarizing when the notary has a personal financial or beneficial interest in the transaction to which the document and notarized

signature applies. Generally, this means you should not perform your notarial duties for yourself, your family or business associates.

## **DEFINITIONS**

**Acknowledged:** the signer confirmed or admitted to the notary to having signed a document.

**Affiant:** the person making a statement under oath.

**Affidavit:** a signed statement, sworn to by the person making a personal appearance before the notary.

**Before me:** the act was conducted in the presence of the notary.

**Deposition:** the written testimony of a witness taken out of court under oath before a notary public or other person duly authorized to take it, and which is intended to be used for the trial of some cause in court or before some officer or commission appointed by statute.

**Execute:** making or completing a signature.

**Instrument:** document.

**Jurat:** a notarial act in which a notary certifies that a signer, whose identity is personally known to the notary or proven on the basis of satisfactory evidence, has made a voluntary signature in the notary's presence and taken an oath or affirmation vouching for the truthfulness of the signed document.

**L.S.:** "Locus Sigilli"- Latin meaning "place of the seal."

**Notary Certificate:** the declarative wording, official signature, dates, and seal contained in the notarization.

**Notary Public:** a public officer commissioned by the Secretary of State for a four-year term and holds an office of trust and profit.

**Oath:** the affirmation of truth of a statement. The taking of an oath to an instrument means the affixing of a statement immediately below the signature of the person whose oath you are taking; words to the effect that the person signing the instruments swears that the contents of the instrument are true, e.g. "Subscribed and sworn" or "Being first duly sworn upon his oath."

**Personal Appearance before a Notary:** the signer must be in the physical presence of the notary before the notary may lawfully notarize.

**Protest:** a formal statement in writing by a notary public, under seal, that a certain bill of exchange or promissory note was on a certain day presented for payment, or acceptance, and that payment or acceptance was refused.

**S.S.:** "Scilicet" - Latin meaning "to wit" or "specifically."

**Satisfactory Evidence:** valid identification card or papers.

**Subscribed:** signature or signed.

**To Wit:** that is to say, namely, scilicet.

**Verification:** confirmation of correctness, truth or authenticity by affidavit, oath or deposition.

## **DUTIES**

The purpose of notarization is sometimes misunderstood. Basically, the most important reason for notarizing anything is to protect against fraud.

The notarization is effective, valid and binding as long as the document it appears upon remains effective and valid.....often for decades. You may notarize documents in any county throughout the State of Wyoming. According to Wyoming statute, a Wyoming notary public may administer oaths or proofs of acknowledgment in a contiguous state if that state recognizes the Wyoming notary public's authority within that state to perform those acts. At the present time **Montana** is the only contiguous state that recognizes the Wyoming notary public's authority to perform notarial acts.

The administration of an oath or proof of acknowledgment performed in Wyoming by a notary public of a contiguous state has the same effect under Wyoming law as if that act were performed by a Wyoming notary public, if that contiguous state grants Wyoming notaries public similar authority within that state.

A notary is entitled to receive a fee of no more than two

dollars (\$2.00) for each oath or affirmation administered or for each signature notarized.

Notaries **DO NOT:**

1. Certify copies (Only the official custodian of the document should certify a copy of it.)
2. Notarize a facsimile or a faxed copy of a signature
3. Prove a document to be true or accurate
4. Validate a document
5. Legalize a document
6. Prove a statement under oath/affirmation is true.

When performing your notarial services, you are held to a high standard of care. Notaries are required to act with the same care and diligence that a **reasonable, prudent and cautious person** would exercise under the same circumstance.

Notaries public have two primary duties:

**Notarize Signatures**

**The signer must be in the physical presence of the notary before the notary may lawfully notarize.** This rule of law is not discretionary. The notary certifies that a **signature is made willingly and freely** by determining the signer's state of mind and intent. This is accomplished by talking to every signer, asking key questions and being aware of pressure by anyone else. The notary should refuse to

notarize signatures made under coercion, duress or undue influence.

Never take the acknowledgment of a person who does not speak the English language unless the nature and effect of the instrument to be notarized is translated into a language which the person does speak.

Use a photo I.D. or a credible witness if necessary to establish the signer's identity. If dealing with a minor child, determine if the child is authorized to sign the document. The signer should print his/her name after his/her signature.

When notarizing a signature made by a mark, use a witness familiar with the signer. The witness should write the marker's name by the mark. The witness should sign the notary journal and the notary should make a special note.

If there are multiple signatures on a document, and only some of the signers appear before the notary, **the notary should indicate exactly whose signature was witnessed.** Sometimes a notarial certificate will be provided for each signature, if not, the notary should amend the notarial certificate to **show only the signature of the person who appeared.** However, the notary **should not alter the document above the notarial certificate** other than to cross through blank lines. Alterations should be initialed and dated.

If a notary is asked to certify that a copy is a correct copy, the person presenting it should sign a sworn

statement that he/she made the copy and that it is true

and correct. Then the signature on the sworn statement may be notarized in the usual way.

There are three preferred ways to verify a signer's identity:

1. The notary's personal knowledge
2. Confirmation by a credible witness
3. Valid identification documents.

The safest and best way to verify a signer's identity is by personal knowledge. This kind of verification does not require witnesses or identification documents.

The second way to verify a signer's identity is through confirmation by a credible witness. The credible witness must have a reputation for integrity, understand the transaction and be impartial in the transaction. It is important to maintain an unbroken chain of personal knowledge. The notary must personally know the witness. The credible witness must personally know the document signer. The notary, the credible witness and the document signer must all be present when notarization occurs. **The notary places the credible witness under oath before the document is signed.**

The third way to verify a signer's identity is through valid identification documents. The notary should take reasonable care in examining I.D. cards or papers. There are three features of the I.D. card or papers which should be considered:

1. Photograph of the bearer
2. Accurate physical description of the bearer
3. Signature of the bearer.

There are three ways identification can be falsified:

1. By counterfeit
2. By imposter
3. By document alteration.

When presented suspicious identification, the notary should refuse to accept it and should refuse to notarize for that person.

### **Place Under Oath/Affirmation**

Jurats are the authentication of a signature made under oath or affirmation. The signer must personally appear before the notary and be identified by the notary as previously discussed. **The notary must place the signer under oath and then watch the signature being written.**

It is not clear under the law whether the person you are swearing in must raise his or her right hand. This office strongly suggests you direct the person before you to raise his or her right hand and then administer the oath. The person should reply, "I do." The typical oath a notary may administer is:

"Do you swear (or affirm) that the statements in

this document are true?

## **SAFEGUARDS**

Listed below are helpful tips to protect the notary, the notarized document and the document signer against later fraudulent alterations.

1. The notary must see the signer's entire document and know what it is.
2. The document signer should beware of any documents which have gaps or large blanks in the text.
3. The document signer should beware of any document which has unsigned signature lines or signature blocks.
4. Compare the notarization date with the document date. The date of notarization must coincide with or follow the document's date of signing. Never post-date or ante-date any oath or acknowledgment.
5. Skim the document for blanks. Ask the signer to fill in all blanks or to write "Not Applicable" before you notarize.
6. Line through incorrect items in ink. Write corrections above lined-out material. Write initials and date adjacent to the correction. Never use "white-out" products.
7. Do not invade the party's privacy. Merely identify the document to be notarized (deed, contract,

etc.). Record the type of document in your notary journal. Do not notarize a document you cannot identify.

## ACKNOWLEDGMENT ACT

The notary shall not notarize any document which does not have a **complete notarial certificate** on the document or on an attachment to the document. Notaries should never assume a pre-printed certificate complies with law, nor that it is accurate or truthful. The notary must scrutinize the pre-printed certificate for legality, accuracy and truthfulness. Although it is not the responsibility of the notary to attach the proper certificate or jurat to the document he/she is notarizing, he/she may do so if he/she wishes. The notary certificates may be hand-written in ink or typed by the notary.

Notaries are entitled to adequate space and should never obscure printed or written material with a notary certificate or seal. The notary certificates need not be on the same page as the client's signature if the certificate clearly indicates to which document the certificate is being attached.

The following is an example of an **acknowledgment**:

State of Wyoming

ss

County of \_\_\_\_\_

The foregoing instrument was  
acknowledged before me by

-----,

this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission expires:\_\_\_\_\_

## **Opening Segment**

The two parts of the opening segment require a description of the location where the notarization took place. The word “Wyoming” will always fill the first blank, **except in cases of notarizations performed in a contiguous state** (refer to page 5), and the name of the county where the notarization took place is typed or written in the second blank.

The following is an example of an **opening segment**:

State of Wyoming

SS

County of Big Horn

## **Certification Statements**

The four parts of the certification statement are:

1. Date of notarization
2. Who personally appeared
3. How identity was proven
4. What the signer acknowledged.

## Examples

The following is an example of the certification statement for the notarization of a signature **through personal knowledge**:

“On this 18th day of September, 1998, Dennis Clark, whom I know personally, personally appeared before me, and acknowledge that he executed it.”

The following is an example of the certification statement for the notarization of a signature **through a credible witness**:

“On this 10th day of June, 1998, Pam Fisher, whose identity was proven to me on the oath of Jamie Smith, a credible witness by me duly sworn, personally appeared before me and acknowledged that she executed the same.”

The following is an example of the certification statement for the notarization of a signature, **through valid identification documents or papers**:

“On this 5th day of October, 1998, Paul Brown, whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, personally appeared before me and acknowledged that he executed it.”

The following is an example of the certification statement

for the notarization of a signature, **where the notary would strike out the unnecessary verbiage and circle the appropriate verbiage:**

“On this 1st day of January, 1998, Diana Simpson (who I know personally)(whose identity was proven to me on the oath of Jane Smith, a credible witness by me duly sworn)(whose identity was proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument, personally appeared before me and acknowledged that she executed the same.”

The following is an example of the certification statement for the notarization of a signature, **using check-blanks and "Not Applicable":**

“On this 16th day of December, 1998, Andrea Smith,

\_\_\_\_\_ who is personally known to me

\_\_\_\_\_ whose identity I proved on the basis of \_\_\_\_\_

\_\_\_\_\_ whose identity I proved on the oath/affirmation of \_\_\_\_\_, a credible witness

to be the signer of the above document, personally appeared before me and he/she acknowledged that he/she signed it.”

The following is an example of the certification statement **when placing someone under oath/affirmation:**

“Subscribed and sworn to (or affirmed) before me this 7th day of February, 1998, by Tom Wheeler.”

The following is an example of the certification statement for the **notarization of a signature after the signer swears it is a true copy:**

“On this 2nd day of July, 1998, I swear (or affirm) that the preceding/attached document is a true copy.”

---

Signer’s signature

If your certificate is prepared on a **separate page** from the client’s signature, you may add the following wording for extra security:

“This Notary Certificate is prepared on a separate page and is attached to the document entitled \_\_\_\_\_ (document name), containing \_\_\_ (number) pages and is attached to that document by means of \_\_\_\_\_ (staple, glue, etc.).”

The following is an example of the how to notarize multiple signatures on a single document if **only some of the signers appear before the notary**:

“On this 1st of March, 1998, Pam Smith, Dawn Jones, ~~Tom Johnson, Sherry Wagoner and Sharon Miller~~, whom I know personally to be the persons whose names are subscribed to this instrument, personally appeared before me and acknowledged that they executed the same.”

If the document will be signed by the other signers at a later date, the notary should not line out the names but rather write or type a sentence to indicate whose signature was witnessed and the date that it was witnessed.

### **Protest of Dishonor by Non-Payment or Non-Acceptance**

This is rarely used but may be found in conjunction with a lien. A protest is a formal certificate of dishonor made by a notary public, under seal, that a certain negotiable instrument was on a certain day presented for payment, or acceptance, and that payment or acceptance was refused. There are four (4) requirements that must be included in a protest.

1. It must identify the instrument.
2. It must certify that presentment has been made or, if not made, the reason why it was not made.
3. It must state that the instrument has been dishonored by nonacceptance or nonpayment.
4. It may also certify that notice of dishonor has

been given to some or all parties.

The following is an example of the certification statement for a **protest of dishonor by nonpayment or nonacceptance**:

The negotiable instruments identified as follows, \_\_\_\_\_, was presented for payment or acceptance at the following time and place, \_\_\_\_\_ and was dishonored by nonpayment or nonacceptance for the following reasons \_\_\_\_\_  
\_\_\_\_\_ OR it was not presented for the following reasons \_\_\_\_\_  
\_\_\_\_\_ and therefore not paid or accepted. Notice of the dishonor was \_\_\_\_\_ not given OR \_\_\_\_\_ was given to \_\_\_\_\_  
\_\_\_\_\_.

### **Testament**

The four parts of a testament are:

1. The statement "WITNESS my hand and official seal"
2. A signature line with the name of the notary public typed below it
3. The statement "L.S. Notary Public"
4. The statement "My commission expires: \_\_\_\_\_"

The following is an example of a testament:

Witness my hand and official seal.

(Signed) \_\_\_\_\_

Notary Public

L.S. Notary Public

My commission expires: \_\_\_\_\_

## NOTARY JOURNAL

A notary journal is a permanent detailed written record of **all** notarizations performed by the notary. The notary journal **protects the notary** from accusations of wrong doing and it helps prevent the notary from engaging in wrong doing. Every journal entry is legally presumed to be truthful. Wyoming statutes do not require keeping a journal but it is wise and highly recommended by the Secretary of State.

The journal must be tamper-proof and permanent as a legal record of notarial activity. The journal must be permanently bound and have pre-numbered pages and entry spaces. The journal must never be shared and/or used by other notaries. A notary public should complete the journal entry immediately before notarization occurs and **make an entry for every notary service provided.**

The journal should require the recording of the following information in every entry:

1. Document signer's signature
2. Date and time of the notarization
3. Date of the document
4. Type of notarization performed and type of document notarized
5. Document signer's address
6. Statement on how the notary verified the signer's identity
7. Any special comments about the transaction.

The following is a sample journal page:



## MISCONDUCT

Official misconduct is usually defined by the courts as the wrongful exercise of a power or the wrongful performance of a duty. In this context, "wrongful" means unauthorized, unlawful, abusive, negligent or reckless. Notaries are required to act with the same care and diligence that a **reasonable, prudent and cautious person** would exercise under the same circumstances. Obey all laws and rules faithfully. Exercise prudence and common sense. Take all reasonable steps required for proper notarizations. Do not give legal advice. Be very cautious if you prepare documents for customers. Do not exceed your authority. Do not make recommendations as to a person's legal rights, obligations or liabilities.

In Wyoming, the employer of a notary public may be jointly and severally liable with the notary public for all damages proximately caused by the official misconduct of the notary public if:

1. the notary public was acting within the scope of duties pertaining to his/her employment; and
2. the employer had actual knowledge of, or reasonably should have known of, the notary public's official misconduct.

Three types of penalties for notary misconduct are:

1. Criminal prosecution for fraud - fines, imprisonment, restitution
2. Civil liabilities - unlimited financial damages, court costs and attorney fees
3. Administrative - revocation or denial of your notary commission.

## **NOTARY BOND**

A notary bond does not insure the notary against liability. The bond is a surety bond which **protects the public**. An injured party files a claim against the notary's bond. If collected by the claimant, the bond company collects reimbursement from the notary.

## **NOTARY INSURANCE**

Notaries can **insure themselves against claims** from the public through errors and omissions insurance.

"E & O" insurance does not cover acts which are dishonest, criminal, fraudulent, illegal or malicious.

E & O insurance covers "honest" mistakes. The purchase of E & O insurance can be highly cost-effective and is worth looking into. Discuss it with your employer.

## **ATTORNEY GENERAL OPINIONS**

If questions arise that you cannot answer, you may call the Secretary of State's office. Personnel in the Notary Division will provide you with assistance or will seek a response from the Attorney General.

## WYOMING'S APPLICATION PROCESS

### Qualifications

You must be:

1. At least eighteen (18) years of age
2. A resident of the State of Wyoming and the county from which you are making application
3. Able to read and write the English language.

A felon is not eligible to be a notary public.

### Instructions

Obtain the "Notaries Public Handbook" from the Secretary of State and study it thoroughly. Completion of the test is encouraged but not mandatory.

Complete the application, leaving no blanks.

Return the test and application to the Secretary of State with the \$30 filing fee. You should receive notification from the Secretary of State within several days of mailing in your filing.

Purchase a \$500 notary bond and oath from an insurance or real estate company or, in lieu of the \$500 notary bond, obtain a property bond form from the Secretary of State's Office.

File the bond with the county clerk in your county **within**

**60 days of the beginning date of your commission. Failure to do so will disqualify you and you will forfeit your filing fee.** Once you have filed your bond and received your Certificate of Commission from the county clerk, then you can begin performing the duties of a notary public. Your commission is for a term of four (4) years. A recording fee is payable to the county clerk's office at the time of filing the bond. This fee varies from county to county. For specific fees contact your county clerk. The roster of county clerk's can be found at the end of this handbook.

Purchase an inked notary stamp or inked notary embosser according to specifications in the "Notarial Seal" section of this handbook.

The renewal procedure is the same as for a new commission. When renewing, do not submit your application more than six weeks prior to your current expiration date.

## **Notarial Seal**

The notarial seal must have:

1. The notary's name
2. The words "notary public"
3. The name of the county in which the notary resides.
4. The word "Wyoming."

The seal may:

1. Be affixed by a seal press or stamp that will print or emboss a seal which legibly reproduces when photocopying
2. Be circular, not over two (2) inches in diameter with a serrated or milled edged border.
3. Be a rectangular form of not more than three-fourths ( $\frac{3}{4}$ ) of an inch in width by two and one-half ( $2\frac{1}{2}$ ) inches in length, with a serrated or milled edged border.

Safeguard the notary seal from unauthorized use and notify the Secretary of State if your stamp or seal is lost or stolen. Destroy or deface an out-of-date seal to eliminate the possibility of misuse.

## **NAME OR ADDRESS CHANGES**

Notify the Secretary of State of any change of name or address.

If you move to a different county during your current notary commission, your notary commission is automatically voided. You may apply for a new commission in your new county of residence.

When a notary changes names, he/she may:

1. Continue to use the name by which he/she is generally known without adding the new surname or name change (no fee).

2. Add the new surname to one's prior name provided that certified copies of the court order, divorce decree, or certificate of marriage showing the name change is filed, along with the proper fees with the county clerk and the Secretary of State (Secretary of State - \$3.00, County Clerk - varies; check with local County Clerk)
  
3. Apply for a new commission in the new name then or upon expiration of the present term (fee: \$30.00).

## **STATUTES**

The statutes applicable to Wyoming Notaries Public are as follows:

32-1-101 to 32-1-113	Notaries public
34-1-113 and 114	Acknowledgment of conveyances
34-1-115	Acceptance of acknowledgments made out of state
34.1-3-104	Protest of nonpayment
34.1-3-505	Evidence of dishonor of negotiable instruments
34-2-115 to 34-2-118	Acknowledgments
34-5-104	Certificate of acknowledgment
1-2-102	Officers authorized to administer oaths
6-5-101	Public officer and public servant defined
6-5-104	Soliciting unlawful compensation
6-5-107	Misconduct by public officer
6-5-108	Issuing false certificate

6-5-114	Issuance of certificate without proper acknowledgment
6-5-307	Usurpation, false representation as public servant
6-10-106	Felon can't hold office

## **ORGANIZATIONS**

1. American Society of Notaries (ASN)  
P.O. Box 5707  
Tallahassee, FL 32314-5707  
(800) 522-3392  
(850) 671-5164  
(850) 671-5165 Fax

E-mail: [inf@asnnotary.org](mailto:inf@asnnotary.org)

Website: <http://www.notaries.org>

The ASN publishes "The American Notary."

2. Intermountain Notary Institute (INT)  
2350 East Parley's Way, Suite 2  
P.O. Box 58595  
Salt Lake City, UT 84158-0595  
(801) 467-0758  
(800) 722-8708  
(800) 467-1576 Fax

E-mail: [NotaryLaw@Juno.com](mailto:NotaryLaw@Juno.com)

The INT is a national service and education organization with many publications.

3. National Notary Association (NNA)  
9350 De Soto Avenue

P.O. Box 2402  
Chatsworth, CA 91313-2402  
(800) 876-6827  
(800)833-1211 Fax

E-mail: [services@nationalnotary.org](mailto:services@nationalnotary.org)  
Website: <http://www.nationalnotary.org>

The NNA has numerous publications including "The National Notary," and the "Notary Bulletin".

## COUNTY CLERKS

Albany County Clerk  
County Courthouse, Room 202  
Laramie, WY 82070  
Ph. (307) 721-2541  
Fax (307) 721-2544  
E-mail: [alcc@state.wy.us](mailto:alcc@state.wy.us)

Big Horn County Clerk  
P.O. Box 31  
Basin, WY 82410  
Ph. (307) 568-2357  
Fax (307) 568-9375  
E-mail: [cclerk@tctwest.net](mailto:cclerk@tctwest.net)

Campbell County Clerk  
P.O. Box 3010  
Gillette, WY 82717-3010  
Ph. (307) 682-7285  
Fax (307) 687-6455  
E-mail: [webmaster@ccg.co.campbell.wy.us](mailto:webmaster@ccg.co.campbell.wy.us)

Carbon County Clerk  
P.O. Box 6  
Rawlins, WY 82301  
Ph. (307) 328-2668  
Fax (307) 328-2669  
E-mail: [cbcc@state.wy.us](mailto:cbcc@state.wy.us)

Converse County Clerk  
107 N. 5<sup>th</sup>, Ste. 114  
Douglas, WY 82633  
Ph. (307) 358-2244  
Fax (307) 358-5998  
E-mail: [ccclerk@communicomm.com](mailto:ccclerk@communicomm.com)  
[conniet@crookcounty.wy.gov](mailto:conniet@crookcounty.wy.gov)

Crook County Clerk  
P.O. Box 37  
Sundance, WY 82729  
Ph. (307) 283-1323  
Fax (307) 283-3038  
E-mail:

Fremont County Clerk  
450 North 2nd Street, # 220  
Lander, WY 82520  
Ph. (307) 332-2405

Goshen County Clerk  
P.O. Box 160  
Torrington, WY 82240  
Ph. (307) 532-4051

Fax (307) 332-1132  
E-mail: frcc@state.wy.us

Hot Springs County Clerk  
415 Arapahoe  
Thermopolis, WY 82443  
Ph. (307) 864-3515  
Fax (307) 684-3333  
E-mail: hscclerk@state.wy.us

Fax (307) 532-7375  
E-mail: caddy@goshencounty.org

Johnson County Clerk  
76 North Main Street  
Buffalo, WY 82834  
Ph. (307) 684-7272  
Fax (307) 684-2708  
Email: clerk@johnsoncowy.us

Laramie County Clerk  
P.O. Box 608  
Cheyenne, WY 82003-0608  
Ph. (307) 633-4268  
Fax (307) 633-4240  
E-mail: dlathrop@laramiecountyclerk.com

Lincoln County Clerk  
P.O. Box 670  
Kemmerer, WY 83101  
Ph. (307) 877-9056- Ext. 303  
Ph. (800) 442-9001  
Fax (307) 877-3101  
E-mail: jwagner@lcwy.org

Natrona County Clerk  
P.O. Box 863  
Casper, WY 82602  
Ph. (307) 235-9206  
Fax (307) 235-9367  
E-mail: mcollins@natronacounty-wy.gov

Niobrara County Clerk  
P.O. Box 420  
Lusk, WY 82225  
Ph. (307) 334-2211  
Fax (307) 334-3013  
E-mail: nioc@netcommander.com

Park County Clerk  
1002 Sheridan  
Cody, WY 82414-3589  
Ph. (307) 527-8600  
Fax (307) 527-8626  
E-mail: kcarter@parkcounty.us

Platte County Clerk  
P.O. Drawer 728  
Wheatland, WY 82201  
Ph. (307) 332-2315  
Fax (307) 322-2245  
E-mail: pcclerk@wyomingwireless.com

Sheridan County Clerk  
224 South Main, Room B2  
Sheridan, WY 82801  
Ph. (307) 674-2500  
Fax (307) 674-2529  
E-mail: akeltiska@sheridancounty.com

Sublette County Clerk  
P.O. Box 250  
Pinedale, WY 82941  
Ph. (307) 367-4372  
Fax (307) 367-6396  
E-mail: sbcc@state.wy.us

Sweetwater County Clerk  
P.O. Box 730  
Green River, WY 82935  
Ph. (307) 872-6395  
Fax (307) 872-6337  
E-mail: bobbi@co.sweet.wy.us

Teton County Clerk  
P.O. Box 1727  
Jackson, WY 83001  
Ph. (307) 733-4430  
Fax (307) 739-8681  
E-mail: sdaigle@tetonwyo.org

Uinta County Clerk  
P.O. Box 810  
Evanston, WY 82931  
Ph. (307) 783-0306  
Fax (307) 783-0376  
E-mail: lyfox@uintacounty.com

Washakie County Clerk  
P.O. Box 260  
Worland, WY 82401  
Ph. (307) 347-3131  
Fax (307) 347-9366  
E-mail: strauc5@rtconnect.net

Weston County Clerk  
1 West Main  
Newcastle, WY 82701  
Ph. (307) 746-4744  
Fax (307) 746-9505  
E-mail: wecc@state.wy.us

### **FOR ASSISTANCE**

Wyoming Secretary of State  
Notary Division  
State Capitol Building  
200 West 24th Street  
Cheyenne, WY 82002-0020  
Ph: (307) 777-7311  
Fax: (307) 777-5339  
E-mail: lgonza@state.wy.us

Website: <http://soswy.state.wy.us>

## TEST ANSWERS

1. True (Pages 4 and 23)
2. False (Page 11) (\* See clarification below)
3. True (Page 23, Notarial Seal Requirements)
4. True (Page 22)
5. False (Page 24)
6. False (Pages 4 and 6)
7. False (Page 5)
8. False (Page 24)
9. False (Page 24)
10. True (Page 23)
11. True (Page 3)
12. False (Page 6)
13. True (Page 21)
14. True (Page 15)
15. True (Page 23)
16. True (Page 12)
17. True (Page 7 & 8)
18. True (Page 24)
19. False (Pages 6 & 7)
20. False (Page 2)

**\* 2: Every document to be notarized must include either an acknowledgment or a jurat.**