

## **Proof of Established Place of Business or Residency**

**Proofs.** You must provide at least three proofs, depending on if you have an Established Place of Business or if you are establishing Wyoming Residency (most common option for owner/operators operating out of their home.) Please note that a resident agent, virtual office, service provider or similar may **not** be used as a location address.

Established Place of Business (minimum of 3 proofs required; additional proofs may be requested)

- \_\_\_\_\_ Utility bill in business's name, showing location address as the service address.
- \_\_\_\_\_ Income tax return for business showing WY address.
- \_\_\_\_\_ Proof of a physical structure owned or leased by the applicant. Examples: copies of lease agreement, property tax bill or receipt, photos of business signage visible to the public.
- \_\_\_\_\_ Proof that the office is open and staffed during regular business hours by a full time employee (not part time).
- \_\_\_\_\_ Proof of WY employee(s) who perform(s) duties related to the general management of trucking related business.

## **OR**

Wyoming Residency (minimum of 3 proofs required; additional proofs may be requested)

- \_\_\_\_\_ If registering as individual owner not an LLC or corporation, **must** provide a copy of a valid WY driver's license for the applicant.
- \_\_\_\_\_ Utility bill in personal name, showing location address as the service address.
- \_\_\_\_\_ Personal vehicle titled in applicant's name.
- \_\_\_\_\_ Property tax bill for personal residence.
- \_\_\_\_\_ Income tax return for individual showing WY address.
- \_\_\_\_\_ For leased properties, a copy of the lease. The lease must contain at a minimum, the effective date of the lease, names and signatures of the lessee and lessor, the address of the property, and when the lease expires.
- \_\_\_\_\_ Registration as an LLC or Corporation with WY Secretary of State; with principal owner being a WY resident as evidenced by holding a Wyoming Driver's License.
- \_\_\_\_\_ Other factors that clearly evidence Applicant's legal residence in Wyoming.

**Our office hours are 8:00 am to 4:30 pm, Monday – Friday, excluding holidays.**

**Please call 307-777-4829 or email [MVS@wyo.gov](mailto:MVS@wyo.gov) with any questions.**

**Location: 5300 Bishop Blvd Cheyenne WY 82009**

**New applications will not be processed after 3:00 pm.**