



**Wyoming Secretary of State**

Herschler Building East, Suite 101

122 W 25th Street

Cheyenne, WY 82002-0020

Ph. 307.777.7311

Email: [Business@wyo.gov](mailto:Business@wyo.gov)

For Office Use Only

**Wyoming Secretary of State's Office  
Business Database Download Subscription Agreement**

This Agreement sets forth the conditions under which the Wyoming Secretary of State (SOS) will provide services to Subscriber.

In order to subscribe to Wyoming's Business Database Download, Subscriber must submit an originally signed and completed subscription form to the Secretary of State's Office with the appropriate fee.

The SOS will provide service on the last Friday of each month by sending an email to the email address(es) provided on the subscription form. The email will contain a link to Google Drive where the data will be available as a zip file. Once the Subscriber opens the file, the data should be saved to a local location to avoid any loss as it will only be available for seven (7) calendar days.

Subscriber has the option to pay for a yearly subscription (\$10,200), a biannual subscription (\$5,100) or a single month subscription (\$850 with a limit of two (2) months per year). Each subscription will receive data monthly on the last Friday of each month. All requests must be paid in advance in the form of cashier's check, money order, or ACH wire transfer. Subscription form and payment must be submitted and approved by the Secretary of State before the Subscriber is issued initial access to the business database download. To renew service, the subscriber must submit a new subscription form and payment prior to its expiration. Subscription expiration is based on the approval date from the Secretary of State's Office. The yearly subscription will expire after the 12<sup>th</sup> month of service and the biannual subscription will expire after the 6<sup>th</sup> month of service. It is Subscriber's responsibility to timely renew.

Business Database Download provides Subscriber with each business entity's filing, party, and public annual report information. Note: this contains the same information as previously offered. The SOS shall not be responsible for any delays or interruption of service resulting from any cause or circumstance beyond its control. The Secretary of State shall not be responsible for any errors or omissions from information available.

Subscriber is responsible for managing the information provided from the Secretary of State's Office. Subscriber shall not share or allow any other person access to the link provided to them.

The information obtained through the business database download shall not be used for any misleading or fraudulent purpose. Subscriber shall not otherwise engage in, permit, or in any way assist in or promote the unlawful use of the data.

The SOS reserves the right to withdraw any service without consulting the Subscriber prior to withdrawing such service. In the event of withdrawal as determined by the SOS, refunds for unused downloads may be used at the discretion of the SOS.

***The following individual is authorized to sign on behalf of the Subscriber. By signing this form, the Subscriber agrees to the Business Database Subscription Agreement.***

Signature

Printed Name

Title

Date

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**Business Database Download Subscription Form**

Wyoming Secretary of State's (SOS) Office provides a database download for business records. A Subscriber wishing to use the service made available by the Wyoming Secretary of State must complete this form by providing the required information below. The fees for obtaining the business database are non-refundable. Please return your payment with this form to the Wyoming Secretary of State's Office.

**1. General Information**

a. Organization Name			
b. Address	c. City	d. State	e. Postal Code
f. Name of Contact Person		g. Contact Telephone Number	
h. Contact Email Address			

**2. Subscriber Information** *(Maximum of two (2) subscribers. All subscribers will receive link to data via email.)*

1. First Name:	Last Name:
Email Address:	
2. First Name:	Last Name:
Email Address:	

**3. Subscription Type and Payment** *(Information is sent on the last Friday of each month.)*

a. Frequency:	Yearly (\$10,200) One-year subscription (once a month for 12 months).	Biannually (\$5,100) Six-month subscription (once a month for 6 months).	Monthly (\$850) Single month subscription (limit of 2 months per year)
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b. Indicate your payment preference: *(All requests must be paid in advance.)*

Print the form and mail to the Secretary of State with a cashier's check or money order *(no personal checks.)*

ACH Wire Transfer

Request Secretary of State to withdrawal payment from prepaid (PAD) account. PAD Account Number \_\_\_\_\_  
*(Please ensure funds have been deposited using cashier's check or money order.)*

**4. Authorization**

a. The following individual is duly authorized by the Subscriber and is authorized to sign on behalf of the Subscriber.

Signature	Printed Name	Title	Date
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