

RECORD INQUIRY & SEARCH REQUEST FORM

NOTE: To assist with your request please complete this form. All fees must be paid prior to searches. Searches will be done as timely as possible to maintain proper service for everyone. E-mail is the preferred method for submission and response. A self-addressed stamped envelope is requested if results are to be returned by mail. A Request for Waiver of Fees is located on following page.

Requested by: _____ Results by E-mail Mail Fax

Name/Agency _____ UJS Charge Acct. # (if issued) _____ (Fax Fee to Non-Toll Free Fax # = Greater of \$1.00 per page or \$5.00)

Address _____ City _____ State _____ Zip Code _____

Telephone # _____ Fax # (if available) _____ E-mail address (if available) _____

Any criminal search will require a full name and DOB, at a minimum. Records will only be returned that match exact information provided on this form. Search the following area(s) marked:

CRIMINAL Record Searches or Inquiries. Please select from the following criminal record search types:

- Statewide Criminal (criminal court data January 1989 to present) – \$15.00
- County Specific Criminal Record Search (criminal court data prior to January 1989) – \$15.00
County specific searches must be requested through county of original court action.
- File retrieval (if no docket # provided below) - \$15.00 or No charge (if docket # provided)
- Search (if requesting party certifies that a search is requested in conjunction with a pending state or federal cause of action (including bankruptcy actions) – \$5.00

Please conduct a record search on the following name (the above fees apply to each individual name search):

Last Name, First, Middle _____ DOB _____ SS#, DL# or Docket # _____
(required) (required) (for verification only)

(Attach additional sheet if more space is needed and indicate type of search requested)

Any civil search will require a full name, at a minimum. A wildcard (*) may be used to broaden a name search.

CIVIL Record Searches or Inquiries. Please select from the following civil record search types:

- Statewide Civil (money judgments and all other civil court data Jan., 2006 to present) - \$15.00
- File retrieval (if no docket # provided below) - \$15.00 or No charge (if docket # provided)
- Statewide Civil Money Judgment Only Search (Fee of \$4.00 per name/date range search and \$1.00 per copy of each judgment docket card. **Includes all pre-04/19/04 active judgments and post-04/19/04 active and inactive judgments.**)
- County Specific Civil Record Search (civil court data prior to Jan., 2006)-\$15.00
County specific searches must be requested through county of original court action.
- Search (if requesting party certifies that a search is requested in conjunction with a pending state or federal cause of action (including bankruptcy actions) - \$5.00
- Probate Inquiry (No charge) _____ Yes _____ No (clerk use only)
- Probate Search - \$15.00 (if no docket # provided below)

Please conduct a record search on the following name (the above fees apply to each individual name search):

Last Name, First, Middle or Company Name _____ DOB _____ SS#, DL# or Docket # _____
(required) (if available) (for verification only)

(Attach additional sheet if more space is needed and indicate type of search requested)

ALL CRIMINAL and CIVIL Record Searches.

- Statewide Criminal (criminal court data January 1989 to present) and Statewide Civil (money judgments and all other civil court data Jan., 2006 to present) – \$15.00

Please conduct a record search on the following name (the above fees apply to each individual name search):

Last Name, First, Middle _____ DOB _____ SS#, DL# or Docket # _____
(required) (required) (for verification only)

(Attach additional sheet if more space is needed and indicate type of search requested)

Request for Waiver of Fees

** Only complete and include Page 2 if you are requesting a waiver of search fees.*

I hereby certify I meet one of the following exemptions and am not required to pay a fee:

- No fee:**
- I am a party (including legal representative of party) named in the South Dakota action(s) or South Dakota case file(s) that I am requesting access to.
 - A qualified agency:
 - State of South Dakota, its officers, boards, agencies, commissions, or political subdivisions. _____*Agency*
 - Officers, boards, agencies or commissions of the federal government or a foreign state, including Indian tribes. _____*Agency*
 - Any federal agency having law enforcement or investigatory duties under federal law and presenting a valid ORI with the request for information. Federal law enforcement and investigatory agencies with ORI numbers include, but are not limited to:
 - FBI
 - Bureau of Alcohol, Tobacco and Firearms
 - Secret Service
 - Military Investigative Services**Enter ORI**

Under penalty of law, I hereby certify the information provided on the Request for Waiver to be true and correct. If you do not include the following signature a search fee must accompany this request.

Signature

Date