**STATE OF SOUTH DAKOTA DATE RECEIVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNIFIED JUDICIAL SYSTEM FEE PAID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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) – $20.00**

**County Specific Criminal Record Search (criminal court data prior to January 1989) – $20.00**

*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**

***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)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(See second page for additional name searches. 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) - $20.00**

**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)-$20.00**

*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**

***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) (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) – $20.00**

**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)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(See second page for additional name searches. Attach additional sheet if more space is needed and indicate type of search requested)

**ALL CASE TYPES Specific Case Request**

**Specific Case File Inquiry/Search – No Fee**

**ALL CASE TYPES**

**Statewide All Case Types Search -$20**

***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) (for verification only)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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

**Types: 1 = Statewide Criminal, 2 = Statewide Civil, 3 – Both Statewide Criminal and Civil**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | TY | Last Name | First | Middle | Date of Birth | SSN | SD DL or  Client Ref # | Fee | |
| 1 |  |  |  |  |  |  |  | $20.00 |
| 2 |  |  |  |  |  |  |  | $40.00 |
| 3 |  |  |  |  |  |  |  | $60.00 |
| 4 |  |  |  |  |  |  |  | $80.00 |
| 5 |  |  |  |  |  |  |  | $100.00 |

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