

# 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. **Any search will require a full name and DOB, at a minimum.**

Name or Agency Requested by: \_\_\_\_\_ UJS Acct. # (if issued): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Results by:    Email    Mail    Fax (\$1 per page, a minimum of \$5.)

Records will only be returned that match exact information provided on this form. Search the following area(s) marked:

## CRIMINAL RECORD SEARCHES OR INQUIRIES (Name and DOB required.)

<b>Statewide Criminal</b> (criminal court data from Jan. 1989 – present)	<b>\$ 20</b>
<b>County Specific Criminal</b> (criminal court data from Jan. 1989 – present) <i>County specific searches must be requested through the county of original court action.</i>	<b>\$ 20</b>
<b>Search</b> (if requesting party certifies that a search is requested in conjunction with a pending state/federal cause of action including bankruptcy actions).	<b>\$ 5</b>

### Please conduct a record search on the following name:

Above fees apply to **each** individual name search.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ DOB: \_\_\_\_\_

[See last page for additional name searches.](#)

## CIVIL RECORD SEARCHES OR INQUIRIES

<b>Statewide Civil</b> (money judgments and all other civil court data from Jan. 2006 – present)	<b>\$ 20</b>
<b>ONLY Statewide Civil Money Judgment Search</b> (Includes all pre-04/19/04 active judgments and post-04/19/04 active and inactive judgments.)	<b>\$ 4 / name or date range, \$1 / judgment card copy</b>
<b>County Specific Civil</b> ( civil court data prior to Jan., 2006) <i>County specific searches must be requested through the county of original court action.</i>	<b>\$ 20</b>
<b>Search</b> (if requesting party certifies that a search is requested in conjunction with a pending state/federal cause of action including bankruptcy actions).	<b>\$ 5</b>

### Please conduct a record search on the following name:

Above fees apply to **each** individual name search.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ DOB: \_\_\_\_\_

[See last page for additional name searches.](#)

**ALL CRIMINAL and CIVIL Record Searches** (Name and DOB required.)

**Statewide** (criminal court data from January 1989 – present and civil court data Jan., 2006 – present) **\$ 20**

**Search** (if requesting party certifies that a search is requested in conjunction with a pending state/federal cause of action including bankruptcy actions). **\$ 5**

**Please conduct a record search on the following name:**

Above fees apply to **each** individual name search.

Last Name: First: Middle: DOB:

[See last page for additional name searches.](#)

**All CASE TYPES Specific case request** (Name and DOB required.)

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

**All CASE TYPES STATEWIDE** (Name and DOB required.)

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

Last Name: First: Middle: DOB:

**Additional Name Searches** (\$20 per name)

Types: Statewide Criminal, Statewide Civil, Statewide Criminal and Civil

1 Last Name: First: Middle: DOB:

2 Last Name: First: Middle: DOB:

3 Last Name: First: Middle: DOB:

4 Last Name: First: Middle: DOB:

5 Last Name: First: Middle: DOB:

**REQUEST FOR WAIVER OF 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.

Name of Agency:

Officers, boards, agencies or commissions of the federal government or a foreign state, including Indian tribes.

Name of Agency:

Any Federal Agency having law enforcement or investigatory duties under federal law and presiding 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

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.

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Signature

Date