

# Statewide Record 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 Requesting Company:

Address:  City:  State:  Zip:

Phone:  Fax:

Email:

Results Returned By:  Email  Mail  Fax

*Records will only be returned that match exact information provided on this form.*

- CRIMINAL RECORD SEARCHES** (Name and DOB are required):  
 **CIVIL RECORD SEARCHES**  
 **CRIMINAL AND CIVIL SEARCHES** (Name and DOB are required):

**Statewide Criminal** (criminal court data from Jan. 1989 – 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 (Use separate line for alias names):** Above fees apply to each individual name searched.

Last Name:	First Name:	Middle Name:	DOB:

Please submit the completed form via email to [ujsparsupport@uj.s.state.sd.us](mailto:ujsparsupport@uj.s.state.sd.us) or submit by mail to 500 East Capitol Avenue, Attn: Clerk Support, Pierre, SD 57501, along with a check made payable to South Dakota Unified Judicial System in the appropriate amount.