Statewide Record Search RequestForm

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.

Name or Requesting Comp	pany:			
Address:	City:	State:	Zip:	
Phone:		Fax:		
Email:				
Results Returned By: Email Mail Fax				
Records will only be returned that match <u>exact</u> information provided on this form.				
CRIMINAL RECORD SEARCHES (Name and DOB are required): CIVIL RECORD SEARCHES X CRIMINAL AND CIVIL SEARCHES (Name and DOB are required): Statewide Criminal (criminal court data from Jan. 1989 – present): \$20 per name search. 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: F	irst Name:	Middle Name:	DOB:	

Please submit the completed form via email to ujsparssupport@ujs.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.