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 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:	First 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.