

STATEWIDE NO FEE 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. **Any criminal search will require a full name and DOB.**

Requesting Agency Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Indicate the search criteria:

Statewide Criminal Statewide Civil Statewide All Case Types (Criminal & Civil)

Last Name	First Name	Middle	DOB

Business Name: _____

Case Specific Search. Case Number _____

REQUEST FOR WAIVER FEES

I hereby certify I meet one of the following exemptions and am not required to pay a fee:
(check one)

I am named as a party in the South Dakota action(s) or South Dakota case file(s) that I am requesting access to, or I am the legal representative to the party.

A qualified agency of:

State of South Dakota, its officers, boards, agencies, commissions, or political subdivisions.

Name of Agency: _____

Officers, boards, agencies, 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.

Signature _____ Date _____

Completed forms can be emailed to ujsnofeearches@uj.s.state.sd.us