

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.

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 January 1989 to present): \$20 per name search.

Statewide Civil (civil court date from January 2006 to 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 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.