

# 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.*

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

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**CIVIL RECORD SEARCHES**

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**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.