

**RECORD INQUIRY & SEARCH REQUEST FORM**

**NOTE:** To assist with your request please complete this form. All fees must be paid prior to search unless a charge account has been established by calling 605-773-4874. Searches will be done as timely as possible to maintain proper service for everyone.

**A self-addressed stamped envelope is requested if results are to be returned by mail.**

Requested by: \_\_\_\_\_ Mail Results \_\_\_\_\_

Name/Day Care Provider

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email address (if available) \_\_\_\_\_

Search the following area marked:

**Record Searches or Inquiries.** Please select from the following record search types:

- Statewide Criminal (criminal court data post-1989) and/or**
- Statewide Civil (money judgments and all other civil court data post-2003)—\$15.00**
- File retrieval—\$15.00** (if no docket # provided below) **or No charge** (if docket # provided)
- Statewide Civil Money Judgment Only Search** (Fee of \$4.00 per name/date range search and \$1.00 per copy of each judgment docket card. A wildcard (\*) may be used to broaden a name search.) **Includes all pre-04/19/04 active judgments and post-04/19/04 active and inactive judgments.**
- County Specific Criminal Record Search (criminal court data pre-1989)—\$15.00**  
*Must be requested through county or original court action.*
- Search—\$5.00** (if requesting party certifies that a search is requested in conjunction with a pending state or federal cause of action *(including bankruptcy actions)*.)
- Probate Inquiry (No charge)**  Yes  No (clerk use only)
- Probate Search—\$15.00** (if no docket # provided below)

**Please conduct a record search on the following name** (the above fees apply to **each** individual name search):

Last Name, First, Middle \_\_\_\_\_ DOB \_\_\_\_\_ SS #, DL #, or Docket # \_\_\_\_\_  
(for verification only)

Day Care Provider only (same as above)

*\*Fax Fee Note: An additional \$2.00 fee per document is required for certified copies and an additional \$1.00 per page faxing fee (minimum fee of \$5) is required to a non-toll free fax number.*

**Request for Waiver of Fees**

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

- No fee:  I am a party (including legal representative of party) named in the South Dakota action(s) or South Dakota case (file(s) that I am requesting access to.
- A qualified agency:
- State of South Dakota, its officers, boards, agencies, commissions, or political subdivisions, in any action or proceeding commenced by the State of South Dakota or its political subdivisions. \_\_\_\_\_ Agency
  - Officers, boards, agencies, or commissions of the federal government or a foreign state, including Indian tribes, in any action or proceeding commenced by the state of South Dakota or its political subdivisions. \_\_\_\_\_ Agency
  - Any federal agency having law enforcement or investigatory duties under federal law and presenting 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.**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail completed form to: Clerk of Courts, P.O. Box 435, Wessington Springs, SD 57382

**5 –Year Felony Background Check**