

18+ ONLY

RECORD INQUIRY & 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.

Requested by: Horse Power

Name/Agency: 26659 Blue Sage Ln UJS Charge Acct. # (if issued) Sioux Falls SD Results by E-mail Mail Fax
(Fax Fee to Non-Toll Free Fax # = Greater of \$1.00 per page or \$5.00)

Address: 605-251-1685 City: N/A State: SD Zip Code: 57106

Telephone #: 605-251-1685 Fax # (if available): N/A E-mail address (if available): office.admin@horsepowersf.com

Any criminal search will require a full name and DOB, at a minimum. Records will only be returned that match exact information provided on this form. Search the following area(s) marked:

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

- Statewide **Criminal** (criminal court data January 1989 to present) - \$20.00
- County Specific Criminal Record Search (criminal court data prior to January 1989) - \$20.00
County specific searches must be requested through county of original court action.
- Search (if requesting party certifies that a search is requested in conjunction with a pending state or federal cause of action (including bankruptcy actions) - \$5.00

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

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

(See second page for additional name searches. Attach additional sheet if more space is needed and indicate type of search requested)

Any civil search will require a full name, at a minimum. A wildcard (*) may be used to broaden a name search.

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

- Statewide **Civil** (money judgments and all other civil court data Jan., 2006 to present) - \$20.00
- 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. Includes all pre-04/19/04 active judgments and post-04/19/04 active and inactive judgments.
- County Specific Civil Record Search (civil court data prior to Jan., 2006) - \$20.00
County specific searches must be requested through county of original court action.
- Search (if requesting party certifies that a search is requested in conjunction with a pending state or federal cause of action (including bankruptcy actions) - \$5.00

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

Last Name, First, Middle or Company Name (required) DOB (required) ~~SS#, DL# or Docket # (for verification only)~~

(Attach additional sheet if more space is needed and indicate type of search requested)

ALL CRIMINAL and CIVIL Record Searches.

- Statewide **Criminal** (criminal court data January 1989 to present) and Statewide **Civil** (money judgments and all other civil court data Jan., 2006 to present) - \$20.00
- Search (if requesting party certifies that a search is requested in conjunction with a pending state or federal cause of action (including bankruptcy actions) - \$5.00

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

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

(See second page for additional name searches. Attach additional sheet if more space is needed and indicate type of search requested)

ALL CASE TYPES Specific Case Request

Specific Case File Inquiry/Search - No Fee

ALL CASE TYPES

Statewide All Case Types Search -\$20

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

Last Name, First, Middle or Company Name (required) **DOB** **SS#, DL# or Docket #** (for verification only)

Request for Waiver of Fees

** Only complete and include Page 2 if you are requesting a waiver of search 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. _____ Agency


Officers, boards, agencies or commissions of the federal government or a foreign state, including Indian tribes. _____ 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
- Enter 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

Types: 1 = Statewide Criminal, 2 = Statewide Civil, 3 – Both Statewide Criminal and Civil

	TY	Last Name	First	Middle	Date of Birth	SSN	<input type="checkbox"/> SD DL or <input type="checkbox"/> Client Ref #	Fee
1								\$20.00
2								\$40.00
3								\$60.00
4								\$80.00
5								\$100.00