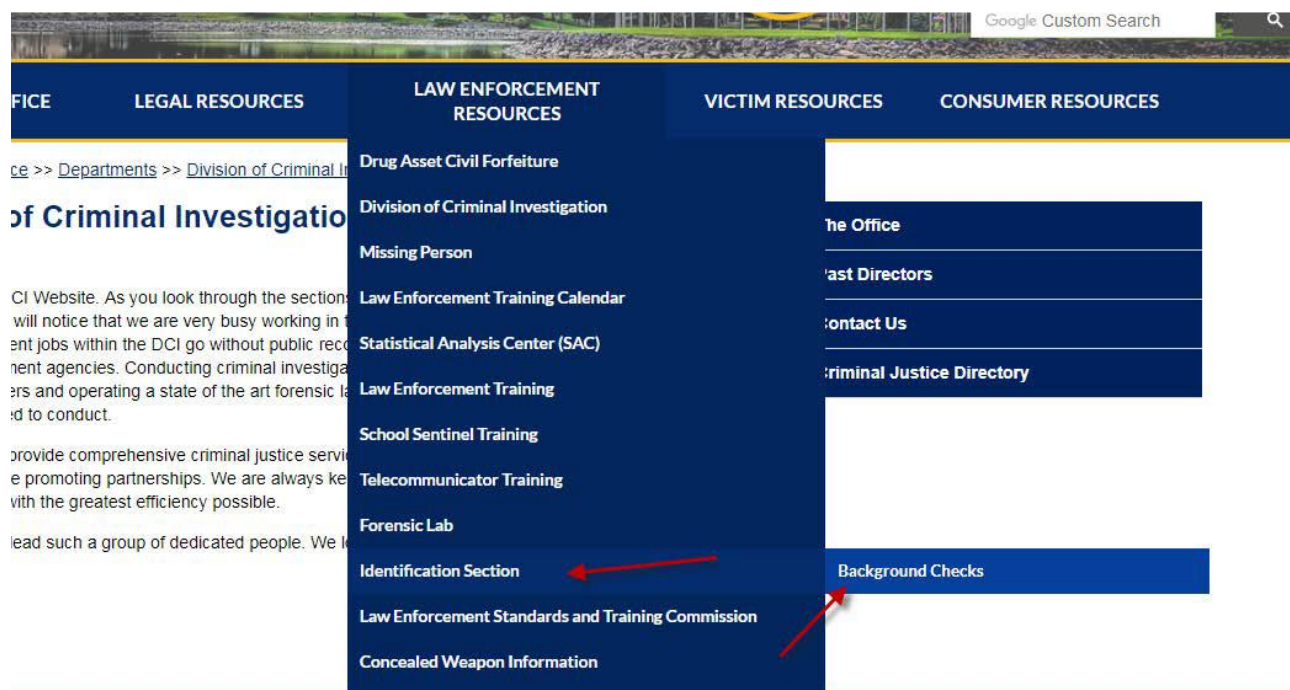


South Dakota Statewide Search Instructions

Summary – The state of South Dakota requires a Fingerprint card and a specific signed authorization form in order to process the statewide criminal search. Fingerprint cards can be obtained by calling the DCI at (605) 773-3331.


Authorization Form - The form can be obtained by clicking on the below link. On the link, hover your mouse over the Law Enforcement Resources tab, then hover over the Identification Section and click on the Background Checks section. On the next webpage there is a link for the Authorization and Release Form.

<https://atg.sd.gov/ouroffice/departments/dci/home.aspx>



The screenshot shows the website's navigation structure. The main menu includes: OFFICE, LEGAL RESOURCES, LAW ENFORCEMENT RESOURCES, VICTIM RESOURCES, and CONSUMER RESOURCES. The 'LAW ENFORCEMENT RESOURCES' dropdown menu lists: Drug Asset Civil Forfeiture, Division of Criminal Investigation, Missing Person, Law Enforcement Training Calendar, Statistical Analysis Center (SAC), Law Enforcement Training, School Sentinel Training, Telecommunicator Training, Forensic Lab, Identification Section, Law Enforcement Standards and Training Commission, and Concealed Weapon Information. The 'Identification Section' is highlighted with a red arrow. The right-hand sidebar contains: The Office, Past Directors, Contact Us, Criminal Justice Directory, and Background Checks. A second red arrow points from 'Identification Section' to 'Background Checks'.





[Google Custom Search](#)

[OUR OFFICE](#) [LEGAL RESOURCES](#) [LAW ENFORCEMENT RESOURCES](#) [VICTIM RESOURCES](#) [CONSUMER RESOURCES](#)

[Home](#) >> [Law Enforcement Resources](#) >> [Identification Section](#) >> Background Check Requirements

Background Check Requirements

The South Dakota Division of Criminal Investigation Identification Department is responsible for processing fingerprint based background checks. These background checks are processed one of two ways. The first being State of South Dakota only. This includes background checks for certain employment and self background checks. Fingerprint kits are available at no cost and may be obtained by calling the ID Section at (605) 773-3331. Please see the link below for requirements to get a State Only Background Check.

Requirements: [State Only Background Check](#)

The second type is a State of South Dakota/FBI background check. These are legislatively mandated criminal background checks and fingerprint kits are available through the requesting agencies. The requesting agencies consist of, but are not limited to SD Schools, Board of Nursing, Board of Bar Examiners, Division of Banking, and Municipalities. Please see the link below to get a set of requirements for a State/FBI Background Check.

Requirements: [State/FBI Background Check](#)

[Authorization and Release Form](#) ←

Identification Section
Background Checks
Midwest Automated Fingerprint Identification Network
Automated Fingerprint Identification System (AFIS)
State Sex Offender Registry

The authorization form should be signed in the presence of two witnesses. Leave the Mail Response To section blank.

Fingerprint Card – The fingerprint card must include a fully rolled set of fingerprints per SDCL 23-5-12. The applicant must take the fingerprint card to his or her local law enforcement agency (Police Department or Sheriff’s Office) to be printed. There may be additional charges/fees by these agencies to cover the cost of fingerprinting.

The original form and fingerprint card need to be mailed to the below address. It is recommended to use a mailing method that provides a tracking number.

First Advantage
Attn: CRRG
11800 Exit 5 Parkway, Suite 120
Fishers, IN 46037

Important Notes:

- No money should be sent to First Advantage.
- User a mailing method that includes a tracking number.
- No alterations to the document such as white out should be made.



Office of the Attorney General
Division of Criminal Investigation
1302 E. Highway 14, Suite 5, Pierre, SD 57501
(605) 773-3331

AUTHORIZATION AND RELEASE

I, Applicant's Name, hereby authorize the Division of Criminal Investigation for the State of South Dakota to release to First Advantage any information concerning me contained in the criminal history record files of the Division. I understand that the criminal history record files contain records of arrests which may have resulted in a disposition other than a finding of guilty (i.e. dismissed charges, or charges that resulted in a not guilty finding). I further understand that the information may contain listings of charges that resulted in suspended imposition of sentence, even though I successfully completed the conditions of said sentence and was discharged under SDCL 23A-27-17. I acknowledge that this type of information may be released, even though this record is designated as "nonpublic" under the provisions of 23A-27-17.

In consideration for the Division of Criminal Investigation releasing any information concerning me contained within its criminal history record files to First Advantage, I, Applicant's Name on behalf of myself, my spouse, legal representatives, heirs, and assigns, hereby release, waive, discharge and agree to hold harmless the Division of Criminal Investigation, its officers and employees, from all liability for any claim or damages resulting from the release of this information.

Date: _____

Signature: _____

Witness: _____

Witness: _____

Mail Response To: _____

