

South Dakota Board of Pardons And Paroles

Check List for Applicant's Use

Please be sure that all information listed below is sent to the Parole Board Office. For items 3, 4, and 7, copies are only required for the convictions on which you are applying for clemency.

1. ____ Completed, signed, and dated application.
2. ____ Release of Information.
3. ____ Certified Copy of Sentence and Judgment (for each conviction).
4. ____ Proof of payment of court costs, fines and restitution (for each conviction).
5. ____ Department of Corrections Discharge Certificate. (copy, if applicable)
6. ____ Affidavit of Publication. (SDPA – 2)
7. ____ Proof of Notice to State's Attorney (for each conviction). (SDPA – 3)
8. ____ Personal Plea. (See ARSD 17:60:05:01)
9. ____ Personal Statement.
10. ____ Copy of a current photo identification card (Drivers License).
11. ____ Letters of recommendation (optional).
All letters are required to be notarized and all contact information must include daytime and evening telephone numbers.
 - a. ____ Family
 - b. ____ Friends
 - c. ____ Clergy (if applicable)
 - d. ____ Present and/or former employer(s)
 - e. ____ Other reputable persons in the community who can testify to your moral character and good behavior.

Other Documents Attached:

- 1.
- 2.
- 3.
- 4.
- 5.