**South Dakota Board of Pardons and Paroles Check List for Applicant's Use**

**Expedited Pardon**

**Please be sure that all information listed below is sent to the Parole Board office.**

**\*\*Please make a copy of all documents prior to mailing for your records\*\***

1. \_\_\_\_\_Completed, signed, and dated application (fill out page 2 for each conviction)

2. \_\_\_\_\_Signed and dated release of information

3. \_\_\_\_\_Certified copy of sentence and judgment (for each conviction – can be obtained from the clerk of courts in the county of conviction)

4. \_\_\_\_\_Proof of payment of court costs, fines, and restitution (for each conviction – can be obtained from the clerk of courts in the county of conviction)

5. \_\_\_\_\_Proof of notice to state’s attorney (SDPA – 3, for each conviction – from the current states attorney in the county of conviction)

6. \_\_\_\_\_Personal plea (See ARSD 17:60:05:01) In your own words, why do you need/want a pardon.

7. \_\_\_\_\_Statement of offense (for each conviction) In your own words, describe each crime for which clemency is sought.

8. \_\_\_\_\_Copy of a current photo identification card (i.e. driver’s license)