**South Dakota Board of Pardons and Paroles Check**

**List for Applicant's Use for Standard/Exceptional Use**

**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. \_\_\_\_\_Department of Corrections discharge certificate (if applicable – can be obtained from Central Records – 605-367-5140)

6. \_\_\_\_\_Affidavit of publication (SDPA – 2, if applicable)

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

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

9. \_\_\_\_\_Statement of offense (for each conviction – in your own words, describe each offense for which clemency is sought)

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

11. \_\_\_\_\_Chemical dependency evaluation (optional)

12. \_\_\_\_\_Letters of recommendation (optional) All letters are encouraged to be notarized and all contact information must include daytime and evening telephone numbers

* \_\_\_\_\_Family
* \_\_\_\_\_Friends
* \_\_\_\_\_Clergy (if applicable)
* \_\_\_\_\_Present and/or former employer(s)

13. Other documents attached:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_