

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
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)
4. ____ Proof of payment of court costs, fines and restitution (for each conviction)
5. ____ Department of Corrections discharge certificate (if applicable)
6. ____ Affidavit of publication (SDPA – 2, if applicable)
7. ____ Proof of notice to state’s attorney (SDPA – 3, for each conviction)
8. ____ Personal plea (See ARSD 17:60:05:01)
9. ____ Statement of offense (for each conviction)
10. ____ Copy of a current photo identification card (i.e. driver’s license)
11. ____ Chemical dependency evaluation (if applicable)
12. ____ 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.