

South Dakota Requirements for State and FBI Background checks: South Dakota State Soccer Association.

Procedure for individuals who do not want to include their social security number on the SDSSA online disclosure website. Please call or email Dawn Swoboda at the SDSSA office and she will send you the necessary fingerprint cards.

This type of background requires legislation and includes but is not limited to school employment, Board of Nursing, Board of Bar Examiners, Division of Banking and Municipalities, etc.

1. A special FBI applicant fingerprint card and a state applicant fingerprint card are both required for a background and obtained from the requesting agency. The FBI fingerprint card will have a preprinted ORI, which has been assigned by the FBI and will be found in the contributor block on the card.
2. These fingerprint cards must be taken to the individual's law enforcement agency (Police Department or Sheriff's Office) to be printed. There may be an additional charge by these agencies to cover the cost of fingerprinting. (this is at your cost)
3. All necessary information including name, date of birth, gender and social security must be provided on both fingerprint cards as the *minimum* requirements. *On the back of the DCI card is an authorization and release form. This must be completed and signed for the fingerprint cards to be processed.* Incomplete requests will be returned to requestor.

Address for authorization and release form: (SDSSA Background check vendor)

J. FIELDS & ASSOCIATES, LLC.
Jim Fields
Background Research & Rental Property Protection
2040 West Main Str. Suite 101
Rapid City, SD 57702

4. Payments must be submitted with each request to cover the costs of both the state and federal background check. The FBI charges \$18.00 fee for each request. DCI charges \$24 for each request. Please write separate checks and mail with the correct, completed fingerprint card to the correct agency.
5. An additional **\$25** must be sent to SDSSA – attention Risk Management
3701 Freda Circle
Sioux Falls, SD 57103
6. Upon receipt of all necessary information, fingerprints, signed authorization and release and the required fee, the DCI will forward the request to the FBI and conduct a state criminal history search. If no record is found based on the fingerprint, name and date of birth search, a response sheet will be returned. If the search reveals a match with an arrest record in the FBI files or state search, a copy of the criminal history record will be returned. Fingerprint cards will be destroyed and will not be returned with the responses.

If you have any questions, please do not hesitate to contact Risk Management @ 999-5859.
Thank you!