



DEPARTMENT OF HUMAN SERVICES

DIVISION OF REHABILITATION SERVICES

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MEMORANDUM

DATE: September 21, 2011

TO: Jill Gusso

FROM: Bernie Grimme, DRS Assistant Director

SUBJECT: Criminal Records Request

The South Dakota Division of Rehabilitation Services/Department of Human Services is requesting a criminal records check on the following individual:

Name:
SS#:
DOB:
Address:

As a State agency using this information for the purposes vocational rehabilitation services and used for internal purposes only, we request that the \$15 fee be waived. The Criminal record report can be emailed to my attention at Bernie.grimme@state.sd.us. If you have any questions, please contact me at 605-773-6284.