



SOUTH DAKOTA HIGHWAY PATROL

SD State CAPITOL ACCESS PASS Registration Form

Date: _____
Name: _____
DOB: _____
Address: _____
City/State/ZIP: _____
Telephone Number: _____
Email Address: _____
Cell Number: _____
Work Number: _____
Employers Name: _____
Employers City/State: _____

Below are the provisions that accompany the issuance of a SD State CAPITOL ACCESS PASS:

- The CAPITOL ACCESS PASS is valid until December 31 of the year it was issued.
- All applicants for a CAPITOL ACCESS PASS must consent to a SD background check. If you have a felony conviction on your record, you will not be issued a CAPITOL ACCESS PASS.
- When you enter the State Capitol, you must enter the security screening room located near the north entrance.
- Upon entry, you may present your CAPITOL ACCESS PASS to security personnel which may allow you to bypass security screening operations and immediately enter the State Capitol.
 - *At any time, a person in possession of the CAPITOL ACCESS PASS may be subject to screening operations at the discretion of security personnel.
- If you are granted a CAPITOL ACCESS PASS and choose to carry a concealed weapon in the State Capitol, you must follow the provisions of SDCL 22-14. Failure to do so may result in the suspension or revocation of the CAPITOL ACCESS PASS.
- The following items are prohibited from the State Capitol unless otherwise allowed by state law: firearms, ammunition and knives over 2.5 inches long (certain ceremonial knives may be allowed), alcohol, illegal drugs, fireworks, other incendiary devices, and other items that could compromise the safety and security of the State Capitol.
- If you misplace or lose your CAPITOL ACCESS PASS, the SD Highway Patrol must be immediately notified at (605) 280-4715.
- Sharing the CAPITOL ACCESS PASS with another person is prohibited and will be grounds for suspension or revocation of the CAPITOL ACCESS PASS.
- State Capitol Hours of Operation during the legislative session are as follows:
 - Monday to Friday - 7:00 am to 7:00 pm (or when gavelled out)
 - Saturday & Sunday - 8:00 am to 5:00 pm

I _____ hereby authorize the South Dakota Highway Patrol to obtain any information concerning me contained in the state and national criminal history record files for the purposes of granting access to the South Dakota State Capitol. I understand that the criminal history record files contain records of arrest which may have resulted in a disposition other than finding of guilty (i.e. dismiss charges or charges that resulted in a not guilty finding). I further understand that the information may contain listings of charges that resulted in suspended imposition of sentence, even though I successfully completed the condition of said sentence charged under SDCL 23A-27-17. I acknowledge that this type of information may be used to approve me for a CAPITOL ACCESS PASS, even though this record is designated as non-public under the provision of 23A-27-17.

I understand that any felony conviction will make me ineligible for the CAPITOL ACCESS PASS. I further understand that there is no means to appeal this decision and all decisions are final.

Signature: _____

Date: _____

Email the signed form to the SD Highway Patrol @ CapitolAccessPass@state.sd.us, or drop off in the Capitol Security Room.

Normal processing time is 5 days. You will be notified when the card will be available for pickup in the Capitol Security Screening room.