



**OFFICE OF BACKGROUND INVESTIGATIONS
SECURITY PACKET CHECKLIST AND INSTRUCTIONS SHEET**



This checklist is provided to assist in submitting a complete Security Packet, including a Criminal/Traffic History Report in collaboration with Information Management Section. **Incomplete packets will not be placed on hold and will not be processed until the packet is completed.**

PRE-INTAKE

- 1. **OBI Referral** form w/ a copy of the position’s job vacancy announcement.
- 2. **Provisional Hire Form**, if an individual is being hired through provisional hire and position does not fall under Criteria #1.
- 3. **Security Application** (*Available online at www.obi.navajo-nsn.gov*)
 - a. Personal Information Form
 - b. Background Check Release Form (*Notary Required*)
 - c. Acknowledgement of Understanding Form
- 4. **Valid State Driver’s License or Identification Card** (*front and back of license*)
- 5. **Social Security Card**
- 6. **Tribal Criminal/Traffic History Report (CTHR)** (*Search from 18th birthday for new applicants & provisional hires*) *Employees who are renewing their background check need to obtain a 10-years CTHR.* Visit NPD-Information Management Section website (www.ims.navajo-nsn.gov).
- 7. **Original State Motor Vehicle Division Report (MVR)** (39 months uncertified or 5 years for a Driver position). (*Recommend individual to obtain MVR record after receiving the CTHR.*)

INTAKE

- 8. **During the scheduled appointment**, OBI staff shall obtain the background check fees by the following payment method:
 - **2 Separate Money Orders**
 - (1) Money Order - \$31.50 payable to **Navajo Nation**
 - (2) Money Order - \$23.95 payable to **Navajo Nation***(Cross-outs & mistakes on money orders will not be accepted.)*
 - **2 Separate Inter-Departmental Requisitions (ICRs)**. Please contact our office for invoice(s).

Please email all documents to: obi.document@navajo-nsn.gov

INSTRUCTIONS FOR SECURITY APPLICATION FORMS.

1. Print legibly. **DO NOT** sign the form where notary is required unless done so in the presence of a Notary Public. Please contact your local County Office for the listing of Public Notary personnel within your area.
2. Please do not leave any questions blank. If a question does not pertain to you, please indicate “NONE”.
3. If you have a middle name, provide your full middle name. No abbreviations.
4. List all full names used in the past (maiden names and aliases).
5. If you make a mistake, please draw a line through the incorrect information and initial it.