 **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.*

🞏 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)*

1. Personal Information Form
2. Background Check Release Form *(Notary Required)*
3. 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 applicant & provisional hire) 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](http://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.)***

🞏 8. **During the scheduled appointment**, OBI staff shall obtain the background check fees by one of the following payment methods:

* **Money Orders**

 (1) Money Order - $31.50 payable to **Navajo Nation**

(2) Money Order - $23.95 payable to **National Credit Reporting**

*(Cross-outs & mistakes on money orders will not be accepted.)*

* **Inter-Departmental Requisition (ICR) and Request for Direst Payment (RDP),** 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.