



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 accepted and will not be processed.***

- 1. Referral Form
- 2. Tribal Criminal/Traffic History Report (***Search from 18 years of age to present day***)
Obtain from Division of Public Safety-Information Management Section (928) 871-7621.
- 3. Valid State Driver's License or Identification Card
- 4. Social Security Card
- 5. ***Original*** State Motor Vehicle Division Report (39 months or 5 years for a Driver position)
- 6. Payment: Money Order
 - (1) Money Order - \$31.50 payable to **Navajo Nation**
 - (2) Money Order - \$23.95 payable to **National Credit Reporting**
- 8. Security Application (*Available online at www.obi.navajo-nsn.gov*)
 - a. Personal Information Form
 - b. Background Check Release Form (*Notary Required*)
 - c. Acknowledgment of Understanding Form
 - d. Applicant's Privacy Rights

OBI does not provide copying services.

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. Our office provides free notary service only for the security application form.
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.

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