



## 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. Tribal Criminal/Traffic History Report (**Search from 18th birthday for new applicant & provisional hire**) Employees who are renewing their background check need to obtain a **10-years TCHR**. Contact Division of Public Safety-Information Management Section at (928) 729-4450 or visit IMS website ([www.ims.navajo-nsn.gov](http://www.ims.navajo-nsn.gov)).
- 3. Valid State Driver's License or Identification Card (*front and back of license*)
- 4. Social Security Card
- 5. **Original** State Motor Vehicle Division Report (39 months uncertified or 5 years for a Driver position)
- 6. Payment: Money Orders Only
  - (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.*)
- 8. Security Application (*Available online at [www.obิ.navajo-nsn.gov](http://www.obి.navajo-nsn.gov)*)
  - a. Personal Information Form
  - b. Background Check Release Form (*Notary Required*)
  - c. Acknowledgement of Understanding Form
  - d. Applicant's Privacy Rights

**Please email all documents to: [obi.document@navajo-nsn.gov](mailto: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. 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.