



## 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 the 18<sup>th</sup> birthday***)  
Obtain from Division of Public Safety-Information Management Section (928) 729-4450.
- 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 or Credit Card
  - (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](http://www.obi.navajo-nsn.gov)*)
  - a. Personal Information Form
  - b. Background Check Release Form (*Notary Required*)
  - c. Acknowledgement 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](mailto:obi.document@navajo-nsn.gov)**