



OFFICE OF BACKGROUND INVESTIGATIONS

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**LOCAL SCHOOL BOARD REFERRAL FOR
BACKGROUND CHECK AND ADJUDICATION**

TO : **Navajo Nation Office of Background Investigations**

FROM : _____
(Original Signature Required)

(School Administrator Name & Title)

(School Name)

DATE : _____

Pursuant to the Resolution of the Health, Education and Human Services Committee; HEHSCD-11-22; Approving and adopting the Navajo Nation's Policy for Mandatory Criminal Background Checks for Local School Board Members, a background check is required.

- I. The school must assign a contact person who will be responsible for several tasks as listed on the "Security Application Checklist and Instruction Sheet":

Contact Person Name and Title: _____

School Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

- II. This Section for ***Local School Board Member's Information***. Should the school need multiple requests for background check services, please submit a list of school board member's information in a template.

Name: _____

Position Title: _____

Term: _____ School Location: _____

- III. Upon completion of the investigation and adjudication, the determination letter stating favorable or unfavorable will be sent to the School Administrator identified on this Local School Board Referral.

The Office of Background Investigations shall conduct background checks in accordance to the *Health, Education, and Human Services Committee, HEHSCD-11-22*. In addition to meeting the requirements of Public Law 101-630, C.F.R. Part 63, and applicable Navajo Nation Laws and Policies.

NAVAJO NATION OFFICE OF BACKGROUND INVESTIGATIONS POST

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