



DR. BUU NYGREN *PRESIDENT*

RICHELLE MONTOYA *VICE PRESIDENT*

The Navajo Nation | Yideeskáądi Nitsáhákees

OBI Intake Procedures

Located in the East Wing of the Training Center, the Office of Background Investigations (OBI) is now admitting two (2) customers at a time for scheduled Intake appointments. Limited Walk-ins.

Upon entering the building, individuals are required to sign in. Wearing of a face mask is optional, and the use of hand sanitizer will be encouraged.

1. Prior to scheduling an appointment, the following documents must be submitted to OBI:
 - [Referral for Background Check & Adjudication](#) (completed by hiring dept.)
**Provisional Hire Form must be completed
 - [Completed Security Application Packet](#)
 - [Tribal Criminal History Report](#) (Applicants -18th birthday; Renewal – 10 years)
 - [Motor Vehicle Driving Report](#) (39 months uncertified or 5 years for the Driver position)
 - Copy of [Valid State Driver's License/Identification Card](#) (front and back)
 - Copy of [Social Security Card](#)
2. Individuals are encouraged to submit required documents via email to obi.document@navajonnsn.gov, by fax at (928) 810-8599, or by dropping documents in the drop (mail) box located outside the OBI front door entrance.
3. Upon review of the submitted documents, OBI staff will contact the applicant, via phone and/or email, to schedule an Intake appointment.
4. During the scheduled appointment, OBI staff shall receive the applicant and obtain payment for background check fees which includes one of the following options:
 - Two (2) blank money orders in the exact amounts of \$31.50 and \$23.95. "Payable to" instructions will be provided onsite during the Intake process.
 - For payment by Inter-Departmental Requisition (ICR) and/or Request for Direct Payment (RDP, please contact our office for invoice(s).
5. Thereafter, OBI staff will obtain electronic fingerprint submissions from the applicant and develop a case file to be referred to Investigation and Adjudication sections. Due to time-limited appointments, a brief orientation will be provided.

The OBI Intake Schedule is from Monday through Thursday from 8:00 am to 4:00 pm (closed during 12:00 pm – 1:00pm). For more information and resources, please visit our website or contact our office.

Ahéhee' - Thank you