

# THE NAVAJO NATION

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JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



## 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.

Please be aware that all individuals are required to wear a face mask upon entering the building and receive a temperature screening when signing in. Social distancing will be enforced, 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.)
  - [Completed Security Application Packet](#)
  - [Tribal Criminal History Report](#) (from the age of 18 to present)
  - [Motor Vehicle Driving Report](#) (from the State the Driver's License is issued)
  - 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 at [obi.document@navajo-nsn.gov](mailto:obi.document@navajo-nsn.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), please contact our office.
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, an Intake orientation will not be provided.

The OBI Intake Schedule is from Monday through Thursday from 8:00 am to 4:00 pm (closed during lunch) and Friday from 8:00 am to 12:00 pm. For more information and resources, please visit our website or contact our office. Ahéhee' - Thank you

[Office of Background Investigations](#)

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