



**OFFICE OF BACKGROUND INVESTIGATIONS  
LOCAL SCHOOL BOARD SECURITY APPLICATION 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.**

**PRE-INTAKE**

- 1. **OBI Referral for Background Check and Adjudication (From Selected Schools)**
- 2. **Navajo Election Administration Elective Position Candidate Application**
- Sworn Statement**
- Oath of Office**
- Certificate of Election**
- 3. **Tribal Criminal/Traffic History Report (CTHR)** (*Search from 18th birthday*) Visit NPD-Information Management Section website ([www.ims.navajo-nsn.gov](http://www.ims.navajo-nsn.gov)). (928) 357-6210
- 4. **Original State Motor Vehicle Division Report (MVR)** (39 months uncertified or 5 years). (*Recommend individual to obtain MVR record after receiving the CTHR.*)
- 5. **Valid State Driver’s License** (*front and back of license*)
- 6. **Social Security Card**
- 7. **Security Application** (*Available online at [www.obิ.navajo-nsn.gov](http://www.obి.navajo-nsn.gov)*)
  - a. Personal Information Form2
  - b. Background Check Release Form (*Notary Required*)

**INTAKE**

- 8. **During the scheduled appointment**, OBI staff shall obtain the background check fees by the following payment method:
  - **2 Separate Money Orders:**
    - (1) Money Order - \$31.50 payable to **Navajo Nation**
    - (2) Money Order - \$23.95 payable to **Navajo Nation***(Cross-outs & mistakes on money orders will not be accepted.)*

**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 OBI Background Check Release form where notary is required unless done so in the presence of a Notary Public. Please contact your local County Office for the listing of Public Notary personnel within your area. OBI does provide notary services; however, services can only be provided in the State of Arizona.
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.