



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT

JONATHAN NEZ VICE-PRESIDENT

PUBLIC SERVICE ANNOUNCEMENT

OFFICE OF BACKGROUND INVESTIGATIONS

CLIENT INTAKE SCHEDULE

Effective immediately, the Office of Background Investigations will be conducting intakes as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session 10:00 am Afternoon Session 1:30 pm	Morning Session 10:00 am	Morning Session 10:00 am Afternoon Session 1:30 pm	Morning Session 10:00 am	No Intakes

NOTE – All times represent beginning of orientation, individuals that arrive after the start of orientation will be referred for the next available session. NO EXCEPTIONS!

Be present at least fifteen (15) minutes early in order to complete the Security Application; fingerprinting services will follow the group orientation. Required documents must also be submitted at the time of intake. The intake process will not be completed if required documents are missing. Required documents include:

1. Completed Referral form from department.
2. ORIGINAL Tribal Criminal History Report – Consisting of search from the age of eighteen (18) to present day.
3. ORIGINAL Motor Vehicle Report – Minimum required is thirty-six months (Report length searches vary depending on state where license received.) Please, check the Job Vacancy Announcement for driving position that require a 5 year driving record.
4. Valid Driver’s License/Identification Card.
5. ORIGINAL Social Security Card.
6. Payment – Money Orders only. Please call the OBI for the current fees. (The fee amount may be revised without notice. No refund in part or whole once service have commenced.)

For more information, please contact:

Office of Background Investigations, Navajo Division of Human Resources

Telephone Number: (928) 810-8589.

Location: Building 2740, Morgan Blvd, Window Rock, AZ (Immediate left of Staff Training and Development Center which is located across the Education Building)

Updated: April 18, 2016