



OFFICE OF BACKGROUND INVESTIGATIONS SECURITY PACKET CHECKLIST AND INSTRUCTIONS SHEET



The Office of Background Investigations requires the following documents before beginning the background check process. This checklist is provided to assist in submitting a complete Security Packet. Incomplete packets will not be accepted and will not be processed, no exceptions. The security packet consists of the following:

- 1. Referral Form (*Revised 06/2015*)
- 2. Original Tribal Criminal History Report (*Search from 18 years of age to present day*) Obtain from Division of Public Safety-Information Management Section (928) 871-7621. *It is advisable, if any criminal information should appear on an individual's report that has not been resolved in the appropriate tribal court will need to be addressed and submit supporting documentation to the OBI demonstrating the offense has been resolved.*
- 3. Valid State Driver's License or Identification Card
- 4. Social Security Card
- 5. Original State Motor Vehicle Division Report
- 6. JVA or Memorandum explaining job duties and responsibilities and any required licensures.
- 7. Payment: Contact OBI for fee schedule
- 8. Security Application (*Available at OBI*)
 - a. Background Check Release Form (*Notary Required*)
 - b. Acknowledgement of Understanding Form (*Notary Required*)
 - c. Personal Information Form
 - d. If applicable, New Mexico State Repository Form (*Notary Required*)
- 9. Client Intake schedule daily, as follows:
 - a. Monday and Wednesday-Morning Session at 10:00 a.m. and
Afternoon Session at 1:30 p.m.
 - b. Tuesday and Thursday-Morning Session only at 10:00 a.m.
 - c. No Intakes on Fridays. Arrive 15 minutes early to complete the forms
- 10. Contact OBI for the Authorization form for any client(s) that require an interpreter and/or assistance in completing the security application form during the intake process.

Before you begin:

1. Use **BLUE** or **BLACK** ink only and print legibly. DO NOT sign the forms where notary is required unless done so in the presence of a notary. Our office provides free notary service only for the security application forms.
2. Please do not leave any questions blank. If a question does not pertain to you, please indicate "NONE".
Example: If you have never changed your name or have never been married, you would indicate "NONE" (this includes male individuals).
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, aliases, and suffix in name.
5. If you make a mistake, please draw a line through the incorrect information and initial it.
6. Bring two (2) blank separate money orders. Money Order: 1 - \$ 44.93
2 - \$ 23.95.

If you should have any questions, please contact our office.