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 accepted and will not be processed.**

- 1. Referral Form
- 2. Tribal Criminal/Traffic History Report *(Search from 18 years of age to present day)* Obtain from Division of Public Safety-Information Management Section (928) 871-7621.
- 3. Valid State Driver’s License or Identification Card
- 4. Social Security Card
- 5. **Original** State Motor Vehicle Division Report (39 months or 5 years for a Driver position)
- 6. Payment: Money Order
   - (1) Money Order - $31.50 payable to Navajo Nation
   - (2) Money Order - $23.95 payable to National Credit Reporting
   - a. Personal Information Form
   - b. Background Check Release Form *(Notary Required)*
   - c. Acknowledgment of Understanding Form
   - d. Applicant’s Privacy Rights

**OBI does not provide copying services.**

**INSTRUCTIONS FOR SECURITY APPLICATION FORMS.**

1. Print legibly. **DO NOT** sign the form where notary is required unless done so in the presence of a Notary Public. Our office provides free notary service **only** for the security application form.

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.

**Please email all documents to:** obi.document@navajo-nsn.gov