



## 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 10/2016*)
- 2. JVA or Memorandum explaining job duties and responsibilities and any required licensures.
- 3. ***Original*** 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.
- 4. Valid State Driver's License or Identification Card
- 5. Social Security Card
- 6. ***Original*** State Motor Vehicle Report
- 7. Payment: Bring two (2) blank separate money orders. **1<sup>st</sup> Money Order - \$ 31.50 & 2<sup>nd</sup> Money Order - \$23.95.**
- 8. Client Intake schedule daily, as follows:
  - a. Mondays and Wednesdays - Morning Session at 10:00 a.m. – 12:00 p.m. and Afternoon Session at 1:30 p.m. – 4:45 p.m.
  - b. Tuesdays and Thursdays - Morning Session only at 10:00 a.m. – 12: 00 p.m.
  - c. No Intakes on Fridays.  
**During Lunch Hour (12:00pm – 1:00pm), OBI will be close.**
- 9. Security Application (*Available at OBI or online (www.obி.navaјо-nsn.gov)*)
  - a. Personal Information Form
  - b. Background Check Release Form (*Notary Required*)
  - c. Acknowledgement of Understanding Form (*Notary Required*)
- 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.

**Please be advised. OBI does not provide copying service nor will OBI release any documents, once individual has submitted to OBI.**

### INSTRUCTION FOR SECURITY APPLICATION FORMS

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. OBI staff will instruct individuals on how to fill out the two (2) money orders.
7. If you should have any questions, please contact our office.