



BACKGROUND CHECK REQUIREMENT

For the following positions: employment, a volunteer, a contractor, athletic coach, FACE adult student, etc. the following investigations will be conducted as a condition of employment and/or being considered suitable to be allowed regular contact with or control over Indian children at Na' Neelzhiin Ji Olta, Inc.

TYPE OF SEARCH	FEE	PROCEDURE
QUESTIONNAIRE & CONSENT FORMS	N/A	Complete the 16 page Investigation Questionnaire for a Child Care Position. The State Repository page (last page) MUST be notarized and return the questionnaire and State Repository to the Human Resource.
FBI NATIONAL CRIMINAL RECORDS SEARCH	\$35	NJOI Human Resource will submit an electronic scan of your fingerprints using a livescan system. NJOI will retain the FBI records search results.
STATE REPOSITORY CRIMINAL SEARCH	\$12.21	A state records search will be conducted by (PSC) Personnel Security Consultant.
SEARCH FEE	\$15.00	
LOCAL COUNTY CRIMINAL SEARCH	\$14.45	A local county search will be conducted by PSC.
TRIBAL LAW ENFORCEMENT (NAVAJO NATION)	\$15.90	Make money order payable to the Navajo Nation for a 10-year tribal Criminal & driving search (for employees, volunteers, consultants, coaches, FACE adult students) and a lifetime tribal criminal and driving search for School Board members. Go to the Navajo Nation Police Department in Window Rock, AZ on M, W, F, open for NN Background checks from 8:00 am to 12:00 pm ONLY and is on a first-come, first-served basis. Photo I.D. required. Phone (928) 871-7621. Submit the original Navajo Nation background check results to NJOI Human Resource with your completed employment application.
NATIONAL SEX OFFENDER REGISTRY SEARCH	No Fee	An online name search will be conducted by HR.
EDUCATION VERIFICATION	\$18.93 per search	If official transcripts are NOT submitted in sealed envelopes for any credits and degrees claimed on Application for Employment. PSC will conduct a search and verify all degrees.
FORMER EMPLOYMENT VERIFICATION	\$29.01	PSC will conduct a search.
DRIVING RECORDS CHECK	No Fee	Visit your nearest MVD to request for a 5-year certified Motor Vehicle Report. Submit the certified MVR results to NJOI Human Resource.
PERSONAL REFERENCES CHECK	No Fee	HR will conduct