

NAVAJO NATION DISTRICT COURTS & PROSECUTORS OFFICE

1. WINDOW ROCK DISTRICT

District Court (928) 871-6626
Prosecutors Office (928) 871-6621
Records Section (928) 871-6983

2. SHIPROCK DISTRICT

District Court (505) 368-1270
Prosecutors Office (505) 368-1116
Records Section (505) 368-1354

3. CROWNPOINT DISTRICT

District Court (505) 786-2072
Prosecutors Office (505) 786-2101
Records Section (505) 786-2056/2058

4. TUBA CITY DISTRICT

District Court (928) 283-3140
Prosecutors Office (928) 283-3160
Records Section (928) 283-3127/3129

5. CHINLE DISTRICT

District Court (928) 674-2070
Prosecutors Office (928) 674-2217
Records Section (928) 674-2125

6. KAYENTA DISTRICT

District Court (928) 697-5549/5541
Prosecutors Office (928) 697-5593
Records Section (928) 697-5607

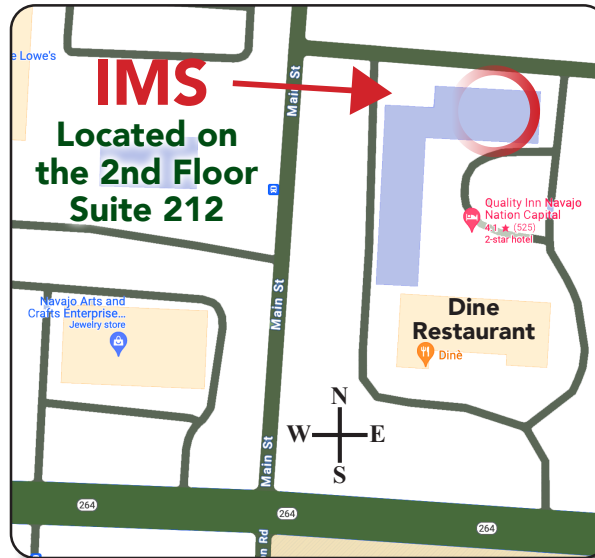
7. DILKON DISTRICT

District Court (928) 657-8140
Prosecutors Office (928) 657-8138
Records Section (928) 657-8079

OFFICE HOURS
Monday - Friday
8 AM - 5 PM
OPEN During Lunch

LOCATION

Quality Inn Office Complex, Suite
212 (Second Floor) - North of Dine
Restaurant in Window Rock, AZ 86515



SAME DAY SERVICE
STARTING JULY 1, 2024

For the First 25 CTHR Applicants
From 8:00 AM - 12:00 PM

Requirements: Valid State Driver's License or
ID, Social Security Card & \$15.90 Money Order

UPDATED: 7/24/24

NAVAJO POLICE DEPARTMENT

Information Management Section



Post Office Box 3360,
Window Rock, AZ 86515

Phone: (928) 357-6210

Fax: (928) 357-6224

www.ims.navajo-nsn.gov

CRIMINAL & TRAFFIC HISTORY RECORD (CTHR) REQUEST *(i.e. Background Check)*

MAILING REQUEST?

REQUIREMENTS:

- \$15.90 Money Order
 - Payable to Navajo Nation
- Valid State Driver's License or ID
 - (COPY Attached)
- Social Security Card
 - (COPY Attached)
- CTHR Form Notarized

REQUESTING IN-PERSON?

REQUIREMENTS:

- \$15.90 Money Order
 - Payable to Navajo Nation
- Valid State Driver's License or ID
 - (ORIGINAL to verify)
- Social Security Card
 - (ORIGINAL to verify)
- CTHR Form Verified by IMS / Police District / OBI Staff

SELF ADDRESSED STAMPED ENVELOPE

If you can, please send along with your request. This option is helpful to our office with both cost and time.

MISSION STATEMENT

Amass and gate keep accurate, complete and current information for agencies to utilize in the safeguard of life and property.

VISION STATEMENT

To create an enterprise or network on information reliable with real time, accurate, and shared connectivity of managed information.

We DO NOT process Juvenile History Checks. Juvenile information can be requested from your Juvenile District Court Presenting/Probation Representative.

We are not responsible for the number of years you are requesting. If you want to change the number after your CTHR is complete you will have to resubmit your documents and pay the \$15.90 fee again.

IMS will not fax documents for customers.

The Money Order stub is your receipt. We are not able to refund Money Orders after they have been processed.

May take up to 4-6 weeks for completion.

POLICE REPORT REQUEST

REQUIREMENTS:

- Formal Request
 - Please include details of incident: log number, date, location, etc.
 - Vital information: date of birth, social security number, phone number.
- Valid State Driver's License or ID
 - (COPY)
- Release of Authorization if you are not an involved person on the report.
- Police Report (per page) \$2.12 Money Order - Will be determined on information found.
 - Payable to Navajo Nation

RELEASE OF AUTHORIZATION

A signed statement from you giving IMS permission to send your CTHR or Police Report to: Department, Mailing Address, Attention To, etc.

Please note that the original can only be sent to one address and not multiple, otherwise you have to pay an extra fee.

FEES

CTHR (per person/any years)...\$15.90
Extra Copy.....\$1.06
Police Report (per page).....\$2.12