

# 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

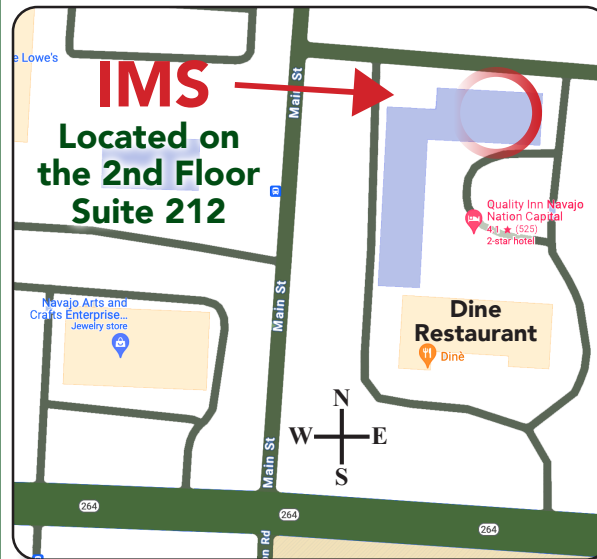
District Court (928) 657-8140  
Prosecutors Office (928) 657-8138  
Records Section (928) 657-8079

## 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



## IMS LOCATION QR CODE

Scan for quick access

## SAME DAY SERVICE

FROM 8 AM - 12 PM

For the First 25 CTHR Applicants

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

DISCLAIMER: Availability of Same Day Service is subject to change because of unforeseen circumstances (i.e. technical issues, special events, etc.) IMS is working diligently to get your requests to you as soon as possible.

UPDATED: 1/13/25

# 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](http://www.ims.navajo-nsn.gov)



## IMS WEBSITE QR CODE

Scan for quick access

# 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

REQUEST FORM QR CODE

Scan for quick access



## 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.

Please send along a Self Addressed Stamped Envelope with your request to help IMS with both cost and time in sending out responses.

May take up to 2-4 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