



NAVAJO NATION ADDRESSING AUTHORITY

EFFECTIVE MAY 2020, all **Proof-Of-Residency** (POR) PACKETS SHOULD BE SUBMITTED AS SCANNED FILES IN PDF FORMAT. THE Division of Community Development - **NN Addressing Authority** IS DOING THIS TO MINIMIZE CONTACT WITH DOCUMENTS SUBMITTED BY Navajo Residents.

DOCUMENTS SCANNED MUST BE LEGIBLE AND WITH All Required Documents. INCOMPELTE SCANNED PACKETS WILL Have To Be Placed In Pending Folder Until All Required Documents Are Received For The **Physical Address Verification (PAV)** Request. THIS CHANGE IN PROTOCOL IS IN DIRECT RESPONSE TO THE COVID-19 STATE OF EMERGENCY. ALL **POR** PACKETS ARE TO BE SENT AS ATTACHMENTS TO THE FOLLOWING EMAIL ADDRESS nscott@nndcd.org (928.871.6093) Or rsilver@nndcd.org (928.871.7157)

THANK YOU AND STAY SAFE

REMINDER TO CHAPTERS:

NNAA WILL ONLY provide Physical Address Verifications (PAV) for:

- State Driver License New or Renewals
- State Identification Card New or Renewals
- State Vehicle Registration
- Clear MVD State Citations
- Purchase Fire Arm
- US Veterans Department
- Auto & Bank Loans
- Court Orders
- Utility Request

Please Be Advised
PAV Document may
be requested over
the phone under
Code-101 conditions

NN Chapters WILL be able to providing Resident Verifications for:

- Donated Food Program
- Schools (Enrollment, Registrations, etc.)
- US Postal Service
- Food Stamp Program
- NN/State TANF Program
- LIHEAP Request
- Plasma Donation
- Utility Companies (NTUA, Cont. Divide, etc.)
- NN & County Voter Registration
- Other minor requests



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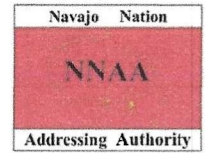
Navajo Nation Addressing Authority

PO Box 1904; Window Rock, AZ 86515

Phone: (928) 871-7091 / 7157 / 6093 & Fax: (928) 871-7189

Website: www.nnaa.nndcd.org

Email: rsilver-tagaban@nndcd.org



Is this a: New Update Add-On

CONTACT INFORMATION FOR PHYSICAL ADDRESS VERIFICATION (PAV):

*Has anyone in your home received a document from this office before? If YES, list their name & date here:



*WHY Do You Need a Verification Document? Please Be Specific.

(Ex. School, Work, State ID/Driver's License, Vehicle Registration, Bank Loan, Auto Loan, Voter's Registration, State Tax, etc.)

Date of this Application Request: _____ Time: _____ AM / PM

Full Name: _____ FIRST MI LAST (Sr., Jr., III, etc.)

Mailing Address: _____ (PO Box # | HCR # Box # | General Delivery, etc.) (City) (State) (Zip)

Physical Address: _____ (General Description or Location of Your Home or NM Residences Rural Address House #)

PLEASE MAKE SURE THE PHONE NUMBERS ARE ACTIVE AND WORKING (If no home or cell phone, please enter: N/A)

Home (Landline) Phone #: (____) _____ Your Cell/Mobile #: (____) _____

Friend/Relative's Cell/Mobile or Msg #: (____) _____

Your Email Address: _____

Are you a Registered Chapter Member/Voter? Yes No
If yes, what Chapter? _____ If no, are you a Minor (Under 18) or a
unregistered Chapter member/voter or non-native?

For Auto Loans, please provide your dealer's email address: _____, so that
we can send the document to them on your behalf.

For Family Members:

Must be from the same residence. Only those that need a Physical Address Verification document (not all
will need one) and MUST also provide their credentials as well (see list).

List as: First Middle Last Name / Relationship / Chapter Affiliation / Cell Phone / Email Address

- 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

(For NN Addressing Authority Staff Only)

IN-TAKE DATE: _____ STAFF: _____ Plus Code: _____

COORDINATES: (LAT) _____ (LONG) _____

FDC Mapping Tool Input Date: _____ Which Chapter is home located? _____

Incoming: Walk-in/Drop Off: ___ Faxed: ___ Emailed: ___ Mailed: ___

Outgoing: Picked Up: ___ Faxed: ___ Emailed: ___ Mailed: ___ When: _____

***Please Describe Your Structure You Reside In ***

TELL US YOUR RESIDENT STRUCTURE'S DESCRIPTION (below):

- (X) _____ (Circle the type: ↓) **What is the color of your exterior structure and color of your roof:**
- Mobile Home: (Single or Double) _____
 - House (Rental/NHA/Single Family-House) _____
 - Hogan (With or Without Additions) _____
 - Building (Commercial/Business) _____
 - Other (Duplex, Apt., RV, etc.) _____

***Please provide Main Road/Highway Name(s) and Number(s) along with any Mile Marker/Post and be very detailed as possible. You may provide Latitude & Longitude coordinates. Please use the "N" for North when orientating and drawing your map. Please **DO NOT** turn page upside down. The top of page is always **NORTH**.**



Please enter your GPS Coordinates:
Lat: _____
Long: _____
Or Plus Code: _____

Any additional information/directions: _____

Rock Chapter <whiterock@navajochapters.org>, Whitecane Chapter <whitecane@navajochapters.org>, Wide Ruins Chapters <wideruins@navajochapters.org>
Cc: "M.C. Baldwin" <mcbaldwin@nndcd.org>

Good afternoon Chapters,

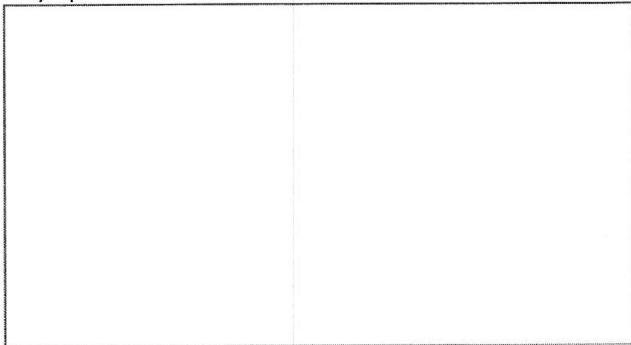
We have returned back to work, but we are still **closed** to the Public. We are still getting calls from the public saying our Chapter told us to call Window Rock to request for a PAV or Resident Verification. Since we rely on the Chapters for outreach to their community members, we ask you to assist them as much as possible on our behalf. Do not tell them to go to Window Rock because we are not allowing anyone in the building and we'll just refer them to the online site.

We are relying on Internet technology for contactless purposes and to also alleviate unnecessary travel especially for the elderly. For the safety of our staff and everyone, please refer your community members to our Online PAV Application website at:

<https://arcg.is/reDTu>

(Type or write on piece of paper and give to the requestors)

This can be done on their smartphone, tablet, and/or Laptop/Desktop with Internet capability. If they do not have a smartphone, someone in their family, relatives, or friends should be able to assist them. They also need to upload their credentials in the application as well. I am also constantly for you online via Google Hangout Chat, by phone, email, text, or if you prefer Google Meet too if you have any questions or need assistance. Thank you for all you do.



Mask Up * Social Distance * Stop The Spread

Confidentiality Note: This email is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-252. This email message and any files transmitted with it may contain information that is privileged, confidential, and exempted from disclosure and is intended only for the person(s) to whom this email message is addressed. If you have received this email message in error, you are hereby notified that any dissemination, distribution or copying of the communication is strictly prohibited by federal law. Please notify the sender immediately by telephone at (928) 871-7157 or email, and destroy the original message.

Physical Address Verification

<recipient>,

----- PAV Request Application Form -----

- fill out application ----- fill out form at: <https://arcg.is/reDTu>
- don't leave any blank lines
- if it does not apply to you, write "N/A" on the line
- send in application with your photo ID
- send in application with your CIB
- send in application with a utility bill of the house that you live in ; the mailing address on that bill (regardless if it has your name on it or not) should match the mailing address that you included on the application ; if it does not match than give us something else that has your name on it with your current mailing address such as insurance or IHS appointment slip or cell phone bill, etc.

----- back -----

After filling out front page, flip it over and draw a sketch of the houses you live in ; indicate on your drawing which house you live in ; orient your sketch such that the top of the map is to the north

- * if you have access to a web-base mapping tool such as GoogleEarth, you may grab the LAT/LONG or decimal degree coordinates of the center of your house that you are staying in ; these coordinates can be included in this box
- * if a requesting party has obtained a document from NNAA prior to your request, you may obtain the coordinates from that older document as long as you are in the same household
- * if you are familiar with ' Plus Codes' on the web, you may also use that web resource mapping tool ; pluscodes/maps/

**NEW: If you have Internet access from your computer, fill out form at: <https://arcg.is/reDTu>
Hyperlink is also on the: nnaa.nndcd.org website page**

After we get your packet, we will screen it and if we have any question, we will be calling you at a reliable contact number on the application ; you may scan the application and documents to attach for emailing to the address on top of the application ; be advised that there are other staff who will provide a document for you who stay in the office ; do not send your packet back to this email address ; use the email address on top of the application ; you may also visit our website for additional information

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GIMC, Local & National Resources

GIMC Appointment (Questions, Updates, Departments are Open) 505.722.1260
 Family Medicine: 505.722.1575
 Internal Medicine Clinic: 505.722.1180
 GIMC Pharmacy: 24 hour process, Drive Up for Medication Pick-up, 505.722.1580
 Main Pharmacy: 505.722.1571
 Clinic Pharmacy: 1.855.466.7100
 GIMC Behavioral Health Services: 855.600.3453
 New Mexico Peer to Peer Warmline: 928.871.7014
 New Mexico Coronavirus Hotline: 505.863.9560
 Navajo Nation Department of Health:
 Food Assistance: Southwest Indian Foundation:

National Domestic Violence Hotline 1.800.799.7233
 National Sexual Assault Hotline 1.800.656.4673
 National Suicide Prevention Lifeline 1.800.273.8255
 CDC Information on Coronavirus (COVID 19) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 Navajo Nation Department of Health (COVID-19) <https://www.ndoh.navajo-nsn.gov/COVID-19>

SUICIDE PREVENTION LIFELINE
1-800-273-TALK (8255)

THE 211 CENTER FOR NATIONAL DOMESTIC VIOLENCE HOTLINE (1800) 799-7233

Physical Address Verification **Delegation:**

NNAA WILL provide Physical Address Verifications (PAV) for any "external" entities for:

- **State Driver License New or Renewals**
- **State Identification Card New or Renewals**
- **State Vehicle Registration**
- **Clear MVD State Citations**
- **Purchase Fire Arm**
- **Utility Companies (NTUA, Cont. Divide, etc.)**
- **United States Postal Service**
- **US Veterans Department**
- **Auto & Bank Loans**
- **Court Orders**
- **State Tax Filing**

NN Chapters WILL provide Resident Verifications for any "internal" Navajo entities unless recommend NNAA to provide:

- **NN Food Distribution**
- **Schools (Enrollment, Registrations, etc.)**
- **Food Stamp Program**
- **NN TANF Program**
- **LIHEAP Request**
- **Plasma Donation**
- **NN & County Voter Registration**
- **NN General Assistance**