

Colorado checklist:

- ❑ Complete disclosure form: [https://www.tn.gov/content/dam/tn/human-services/documents/New%20TN%20Disclosure%20Form%20\(rev.%2010-2022\)template.pdf](https://www.tn.gov/content/dam/tn/human-services/documents/New%20TN%20Disclosure%20Form%20(rev.%2010-2022)template.pdf)
- ❑ Complete the Colorado form: <https://www.tn.gov/content/dam/tn/human-services/documents/Colorado.pdf>
 - **Please do NOT send this form to Colorado. Please send it to TN DHS, and TN DHS will send it to Colorado.**

***Please note the following when completing the Colorado form*:**

- ❑ Colorado requires that the form be typed.
- ❑ At the bottom of page 2 in Section B, on the Colorado form, the current and former spouse's information should be either listed or it should be left blank if the applicant has never had a spouse.
- ❑ The signature on the Colorado form must be handwritten in ink – it cannot be an electronic signature.
- ❑ A clear copy of the applicant's driver's license is required.
- ❑ Applicant will receive the Colorado results. Once received, please email or fax a copy of the Colorado results to our Nashville DHS office email: cbackground.dhs@tn.gov or fax: 615-532-9956.
- ❑ Email, fax or mail checklist, disclosure form, clear copy of driver's license and typed Colorado form to:

Email: cbackground.dhs@tn.gov

Fax: 615-532-9956

Mail:

Tennessee Department of Human Services
ATTN: Basem Girgis / OIG Background Unit
James K. Polk Building, 15th Floor
505 Deaderick Street
Nashville, TN 37243

***Disclaimer:** Please do not send forms for applicants until at least one day after their fingerprints have been completed. Please also send all forms for each applicant together, including the checklist.