

Florida 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 Florida form: <https://www.tn.gov/content/dam/tn/human-services/documents/FL-Employment-Request-Form.pdf>
 - **Please do NOT send this form to Florida. Please send it to TN DHS, and TN DHS will send it to Florida.**
 - **Please do NOT sign as the requestor. TN DHS signs as the requestor.**
- Email, fax or mail checklist, disclosure form and Florida form to:
Email: ccbackground.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.