

Kansas 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 both Kansas forms: <https://www.tn.gov/content/dam/tn/human-services/documents/Kansas%20Adult.pdf>

AND

<https://www.tn.gov/content/dam/tn/human-services/documents/Kansas-Child-Form-1011.pdf>

- **Please do NOT send these forms to Kansas. Please send them to TN DHS, and TN DHS will send them to Kansas.**
- Email, fax or mail the checklist, disclosure form and both Kansas forms 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 send all forms for each applicant together, including the checklist.