

Kentucky 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 Kentucky form: <https://www.tn.gov/content/dam/tn/human-services/documents/KYDCC-374-rev.pdf>

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

- Please make sure to include full name (i.e., first name, middle name, nick name, maiden name, last name).
- Kentucky requires a witness signature.
 - Applicant and witness signature dates must match.
- A clear copy of the applicant's driver's license is required.
- Please do NOT send this form to Kentucky. Please send it to TN DHS, and TN DHS will send it to Kentucky.**
- Email, fax, or mail the checklist, disclosure form, clear copy of driver's license and Kentucky 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.