

# Maryland checklist:

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- 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 Maryland form: <https://www.tn.gov/content/dam/tn/human-services/documents/Maryland%20CPS%20Background%20Form%201279A.pdf>

**\*Please note the following when completing the Maryland form\*:**

- Maryland requires that the form be typed.
- Maryland requires the form to be notarized.
- Maryland requires the original form (not a copy, but originally written on in ink).
  - Please do NOT send this form to Maryland. Please send it to TN DHS, and TN DHS will send it to Maryland.**
- Mail a copy of the checklist, disclosure form and original Maryland form to:

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.