

Missouri checklist:

- **Applicant** completes 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)

- **Provider** must check whether the applicant is registered in MO's system (each applicant only needs to be registered once – they will not need to be registered each time a Missouri Background Screening Request is needed).
 - Please call 866-422-6872 to verify if applicant is registered (if the applicant needs to be registered, MO will tell you how to do that).
 - **Please note that if you do have to register the applicant, there is a \$14 fee – TN DHS is not authorized to cover or reimburse this fee.**
 - If the applicant is registered in the system, simply request their background check over the phone (same phone number: 866-422-6872).

- Please Email, fax or mail a copy of the checklist, disclosure form and Missouri Screening results to our Nashville DHS office:

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.