

Nevada 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)



Nevada form
1607A-EmployerReq

- Complete the Nevada form:
 - **Please do NOT send this form to Nevada. Please send it to TN DHS, and TN DHS will send it to Nevada.**
- 1. Complete Nevada Criminal History Release Form: [NV Criminal Release Form](#)
 - **Do not send this form to Nevada – please send it to TN DHS, and TN DHS will pay the fee and send it to Nevada.**
 - **Please note: Nevada requires a set of ink fingerprints to be completed on a hardcopy fingerprint card.**
 - Obtain proof of identity via 1 fingerprint card complete with **name, date of birth, place of birth, sex, race, height, weight, hair color, and eye color**. Fingerprints should be placed on a standard fingerprint card **FD-258**. Please note that the fingerprint card must contain all ten fingerprints taken simultaneously (these are sometimes referred to as **plain or flat impressions**) and your **signature must be on the card**. Fingerprints must be taken, dated, and signed by a certified fingerprinting technician. Only an **original** card will be accepted – please do **not** submit copies or previously processed cards.
- Mail the checklist, disclosure form, notarized Nevada form, Nevada Criminal Release Form, and original hardcopy ink fingerprint card to:

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.