

# New Jersey 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 online New Jersey form:  
Here is the link: <https://www.njportal.com/dcf/cari>
  - Click on “File an Out of State CARI” in the lower left box.
  - Then enter the following information for “Requesting Agency Name and Information”:
    - o **Requesting Agency Name: TN Department of Human Services**
    - o **Staff Name: Basem Girgis**
    - o **Agency Email: [CCBackground.DHS@tn.gov](mailto:CCBackground.DHS@tn.gov)**
    - o **Contact Phone Number: 615-253-4170**
    - o **Address 1: James K. Polk Building, 15<sup>th</sup> Floor**
    - o **Address 2: 505 Deaderick Street**
    - o **City: Nashville**
    - o **State: Tennessee**
    - o **Zip: 37243**
  
  - **Please do NOT enter the center’s information as the requestor’s information. Please enter the information listed above for TN DHS.**
  
- Email, fax or mail checklist and disclosure form to:  
Email: [ccbackground.dhs@tn.gov](mailto:ccbackground.dhs@tn.gov)

Fax: 615-532-9956

Mail:

Tennessee Department of Human Services  
ATTN: OIG - Background Unit  
James K. Polk Building, 15<sup>th</sup> 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.**