

North Carolina 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 North Carolina Online Request form: <https://www.tn.gov/content/dam/tn/human-services/documents/New%20NC%20Instructions.pdf>
 - **Please note: only the applicant is authorized to create a login and request this check.**

 - **Please note: when requesting the background check, under “provider search,” the applicant must use code “InterstateApp” to let the system know they are requesting an Out of State check.**

 - **Please note: the applicant must provide their previous NC address history.**

 - **Please note: this form does NOT require a fee. If the applicant is prompted to pay a fee, please stop and contact NC. Let them know the applicant is requesting an “interstate” check for TN employment, and they will assist.**

 - **Please note: the applicant will receive their results from NC – these must be forwarded to TN DHS as soon as they are received by the applicant.**

- Email, fax or mail the checklist, disclosure form and North Carolina results 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.**