

# Puerto Rico 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 Puerto Rico form: <https://www.tn.gov/content/dam/tn/human-services/documents/Puerto%20Rico%20CAN%20Registry.pdf>

## **Please note the following when completing the Puerto Rico form:**

- The Puerto Rico form must have a witness signature.
  - The applicant's signature date and the witness' signature date must match.
  - **Please do NOT send this form to Puerto Rico. Please send it to TN DHS, and TN DHS will send it to Puerto Rico.**
- Email, fax or mail a copy of the checklist, disclosure form and Puerto Rico form to:

Email: [cbackground.dhs@tn.gov](mailto: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.