

South Dakota 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 the South Dakota form: https://www.tn.gov/content/dam/tn/human-services/documents/SD_Self_Screening_Form.pdf

Please note the following when completing the South Dakota form:

- The South Dakota form must be notarized.
 - Please do NOT send this form to South Dakota. Please send it to TN DHS, and TN DHS will send it to South Dakota.**
- Email, fax or mail a copy of the checklist, disclosure form and South Dakota form 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 send all forms for each applicant together, including the checklist.