

# Utah 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 Utah form: <https://www.tn.gov/content/dam/tn/human-services/documents/Utah.pdf>
- Please note that Utah requires a clear copy of the applicant's driver's license.
  - Please do NOT send this form and driver's license to Utah. Please send it to TN DHS, and TN DHS will send it to Utah.**
- Email, fax, or mail the checklist, disclosure form, clear copy of driver's license and Utah form to:  
Email: [ccbackground.dhs@tn.gov](mailto:ccbackground.dhs@tn.gov)

Fax: 615-532-9956

Mail:

Tennessee Department of Human Services  
ATTN: Basem Girgis / 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.