

# Virgin Islands 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 Virgin Islands form: <https://www.tn.gov/content/dam/tn/human-services/documents/U.S.Virgin-Island-Form.pdf>

**Please note the following when completing the Virgin Islands form:**

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