

# Virginia 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 Virginia form: [Virginia CAN Form](#)
  - The Notary section is \*optional\*
  - Virginia requires the **original** form, signed in ink.
  - **Please do NOT send this form to Virginia. Please send the original form to TN DHS, and TN DHS will send it to Virginia.**
  
- Complete Criminal History Release Form: [VA Criminal Release Form Instructions](#)
  - **Please note: TN DHS cover this fee.**
  - **Please note: once this online form is completed, it must be printed and notarized (it **cannot** be electronically notarized)**
    - **Please be sure to **include the notary stamp** in section 1 as well, anywhere in the section 1 box.**
    - **Please **leave section 2 blank** – TN DHS notarizes that section.**
  - **Please note: VA requires a **set of ink fingerprints** to be completed as well.**
  
- Mail a copy of the checklist, disclosure form, original Virginia form, original Virginia Criminal Release Form, and original hardcopy fingerprint card to:

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.