

Washington D.C. 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 Washington D.C. form: <https://www.tn.gov/content/dam/tn/human-services/documents/Washington%20DC%20New.pdf>

Please note the following when completing the Washington D.C. form:

- Washington D.C. requires the form to be notarized or for you to include a color copy of your driver's license.
- Washington D.C. requires that you do not leave any blank spaces: write "no middle name" if you don't have one. If a middle name is an initial only, write "initial only." If the question is not applicable, write "N/A".
- Washington D.C. requires the original form.
 - Please do NOT send this form to Washington D.C. Please send the original form to TN DHS, and TN DHS will send it to Washington D.C.**

- Mail a copy of the checklist, disclosure form and original Washington D.C. form 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.