

West Virginia 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 West Virginia form:
<https://www.tn.gov/content/dam/tn/human-services/documents/West%20Virginia.pdf>
 - Please note that West Virginia requires the original form.

Please do NOT send this form to West Virginia. Please send the original form to TN DHS, and TN DHS will send it to West Virginia.

- Mail a copy of the checklist, disclosure form and original West Virginia 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.**