Alabama checklist:

* Complete disclosure form: <https://www.tn.gov/content/dam/tn/human-services/documents/hs-2779.docx>
* Complete the Alabama form: <https://www.tn.gov/content/dam/tn/human-services/documents/AL_Form_1598.pdf>

**\*Please note the following when completing the Alabama form\*:**

* Alabama requires the original form (not a copy, but originally written on in ink).
* Please make sure to include full name; ex. last name, first name, full middle name, no initials accepted.
* Please make sure to include applicant’s job/role.
* Please make sure to include date of birth for all spouse, former spouse, children, and stepchildren listed.
* Please make sure to include all Alabama counties where applicant lived, worked, or attended school.
* Alabama requires a witness signature.
  + Applicant and witness signature dates must match.
* **Please do NOT send this form to Alabama. Please send the original form TN DHS, and TN DHS will send it to Alabama.**
* Mail a copy of the checklist, disclosure form and original Alabama form to:

Tennessee Department of Human Services

ATTN: 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.**