

Alabama 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)
- **For Alabama CA/N (Child Abuse/Neglect):**
 - 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).
- **For Alabama Criminal:**
 - Applicant must get a set of ink fingerprints completed on an FBI white & blue fingerprint card (i.e., the FD-258 card) – **CARD CANNOT BE BENT.**
 - Applicant must complete the **criminal release form:** <https://www.tn.gov/content/dam/tn/human-services/documents/AL%20Criminal%20Release%20Form.pdf>
 - **Please note:** do not send a payment for this background check; TN DHS covers all payments.
 - **Please note:** a clear copy of the applicant's driver's license is required.
- **Please do NOT send any of these documents to Alabama. Please send all documents TN DHS, and TN DHS will send them to Alabama.**
- **Please note: ALL the Alabama forms (e.g, the CA/N form, Criminal Release Form, and fingerprint card) are required to be original. Copies cannot be accepted.**
- Mail a copy of the checklist, disclosure form, clear copy of driver's license & all original AL documents 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.