Arkansas checklist:

* Complete disclosure form: <https://www.tn.gov/content/dam/tn/human-services/documents/New%20TN%20Disclosure%20Form%20(rev.%2010-2022)template.pdf>
* Complete both Arkansas forms:
  + <https://www.tn.gov/content/dam/tn/human-services/documents/AR_Form_APS-0001.pdf>

AND

* + <https://www.tn.gov/content/dam/tn/human-services/documents/AR_Child_Maltreatment_Registry_Form.pdf>
* Both forms will need to be notarized.
  + **Please do NOT send these forms to Arkansas. Please send them to TN DHS, and TN DHS will send them to Arkansas.**
* Email, fax or mail the checklist, disclosure form and both Arkansas forms to:

Email: [ccbackground.dhs@tn.gov](mailto:ccbackground.dhs@tn.gov)

Fax: 615-532-9956

Mail:

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.**