

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](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: ccbbackground.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.