

# California checklist:

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- 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 California form: <https://www.tn.gov/content/dam/tn/human-services/documents/California.pdf>
- Please do not leave any section of the California Child Abuse Central Index Self Inquiry Request form blank. If something does not apply, please enter N/A in that section.
- The California form will need to be notarized.
- Make two copies of notarized California Child Abuse Central Index Self Inquiry Request form.
  - Keep original notarized California Child Abuse Central Index Self Inquiry Request form on file.
- Applicant mails one copy of the notarized California Child Abuse Central Index Self Inquiry Request form directly to California with their return address on the envelope.
  - \*Please note that ONLY the notarized California Child Abuse Central Index Self Inquiry Request form needs to be mailed to California – nothing else should be mailed.
  - \*Please also note that ONLY the applicant's name and personal return address should be listed on the envelope (if the center's information is listed, the request will not be completed by California).
  - \*\*Please take a photo of the California-addressed/stamped envelope with the applicant's name and personal return address listed – this photo must be sent to TN DHS along with all other necessary documents.
- Email, fax or mail the checklist, disclosure form, copy of notarized California Child Abuse Central Index Self Inquiry Request form and copy of envelope the California form was mailed to California in to:

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

Fax: 615-532-9956

Mail:

Tennessee Department of Human Services

ATTN: Basem Girgis / OIG Background Unit

James K. Polk Building, 15<sup>th</sup> Floor

505 Deaderick Street

Nashville, TN 37243

- Email, fax or mail a copy of the California results to our office, as soon as possible, after they have been received.

**\*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.