

Hawaii 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 the Hawaii form:
https://www.tn.gov/content/dam/tn/human-services/documents/HI_Consent_Form.pdf

- Please note: Hawaii requires the original form.
 - **Please do NOT send this form to Hawaii. Please send it to TN DHS, and TN DHS will send it to Hawaii.**

- Mail a copy of the checklist, disclosure form and original Hawaii form 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 send all forms for each applicant together, including the checklist.**