Illinois checklist:

* Complete disclosure form: <https://www.tn.gov/content/dam/tn/human-services/documents/hs-2779.docx>
* Complete Illinois form: <https://www.tn.gov/content/dam/tn/human-services/documents/IL_Form_CFS_689.pdf>
  + \*Please note that the Illinois CFS-689 form requires a handwritten signature. Illinois rejects forms with electronic signatures.
* Complete Illinois criminal release form:

 

* **\*Please do NOT send the CFS-680 to Illinois and please do NOT send the Illinois Criminal History Release form to CastleBranch. TN DHS will send both forms.**
* Email, fax or mail checklist, disclosure form and Illinois forms to:

Email: ccbackground.dhs@tn.gov

Fax: 615-532-9956

Mail:

Tennessee Department of Human Services

ATTN: 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.**