Illinois 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%28rev.%2010-2022%29template.pdf)
* 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 **ink** signature. Illinois rejects forms with electronic signatures.
* **\*Please do NOT send the CFS-680 to Illinois. 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: 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.**