

# Illinois 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 Illinois form: [https://www.tn.gov/content/dam/tn/human-services/documents/IL\\_Form\\_CFS\\_689.pdf](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: [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, 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.**