Kentucky checklist:

* Complete disclosure form: <https://www.tn.gov/content/dam/tn/human-services/documents/New%20TN%20Disclosure%20Form%20(rev.%2010-2022)template.pdf>
* Complete the Kentucky form: <https://www.tn.gov/content/dam/tn/human-services/documents/KYDCC-374-rev.pdf>

**\*Please note the following when completing the Kentucky form\*:**

* Please make sure to include full name (i.e., first name, middle name, nick name, maiden name, last name).
* Kentucky requires a witness signature.
  + Applicant and witness signature dates must match.
* A clear copy of the applicant’s driver’s license is required.
* **Please do NOT send this form to Kentucky. Please send it to TN DHS, and TN DHS will send it to Kentucky.**
* Email, fax, or mail the checklist, disclosure form, clear copy of driver’s license and Kentucky form to:

Email: [ccbackground.dhs@tn.gov](mailto: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.**