Louisiana 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 Louisiana Form: 
  + **Please do NOT sign as the requestor. TN DHS signs as the requestor.**
  + **Please note a clear copy of the applicant’s driver’s license is needed.**
* Complete Criminal Release Form: [LA Criminal Release Form](https://www.tn.gov/content/dam/tn/human-services/documents/LA%20Criminal%20Release%20Form.pdf)
* Email, fax or mail checklist, Louisiana form, Louisiana Criminal Release Form, clear copy of applicant’s driver’s license and disclosure 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.**