

# Louisiana 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 Louisiana Form: <https://www.tn.gov/content/dam/tn/human-services/documents/LA%20Consent%20Form.pdf>
  - **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](#)
- 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, 15<sup>th</sup> 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.