Maryland 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 the Maryland form: <https://www.tn.gov/content/dam/tn/human-services/documents/Maryland%20CPS%20Background%20Form%201279A.pdf>

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

* Maryland requires that the form be typed.
* Maryland requires the form to be notarized.
* Maryland requires the original form (not a copy, but originally written on in ink).
	+ **Please do NOT send this form to Maryland. Please send it to TN DHS, and TN DHS will send it to Maryland.**
* Mail a copy of the checklist, disclosure form and original Maryland form to:

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.**