Nevada 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 Nevada form: 
  + **Please do NOT send this form to Nevada. Please send it to TN DHS, and TN DHS will send it to Nevada.**

1. Complete Nevada Criminal History Release Form: [NV Criminal Release Form](https://www.tn.gov/content/dam/tn/human-services/documents/Page%203%20of%20NV%20Criminal%20Form.pdf)
   * **Do not send this form to TrueScreen – TN DHS will send it to TrueScreen.**
   * **Please note: Nevada requires a set of ink fingerprints to be completed on a hardcopy fingerprint card.** 
     + Obtain proof of identity via 1 fingerprint card complete with **name, date of birth, place of birth, sex, race, height, weight, hair color, and eye color**. Fingerprints should be placed on a standard fingerprint card **FD-258**. Please note that the fingerprint card must contain all ten fingerprints taken simultaneously (these are sometimes referred to as **plain or flat impressions**) and your **signature must be on the card**. Fingerprints must be taken, dated, and signed by a certified fingerprinting technician. Only an **original** card will be accepted – please do **not** submit copies or previously processed cards.

* Mail the checklist, disclosure form, notarized Nevada form, Nevada Criminal Release Form, and original hardcopy ink fingerprint card to:

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 send all forms for each applicant together, including the checklist.**