New Jersey 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 online New Jersey form:

Here is the link: <https://www.njportal.com/dcf/cari>

* Click on “File an Out of State CARI” in the lower left box.
* Then enter the following information for “Requesting Agency Name and Information”:
	+ **Requesting Agency Name: TN Department of Human Services**
	+ **Staff Name: Basem Girgis**
	+ **Agency Email:** **CCBackground.DHS@tn.gov**
	+ **Contact Phone Number: 615-253-4170**
	+ **Address 1: James K. Polk Building, 15th Floor**
	+ **Address 2: 505 Deaderick Street**
	+ **City: Nashville**
	+ **State: Tennessee**
	+ **Zip: 37243**
* **Please do NOT enter the center’s information as the requestor’s information. Please enter the information listed above for TN DHS.**
* Email, fax or mail checklist and disclosure form to:

Email: ccbackground.dhs@tn.gov

Fax: 615-532-9956

Mail:

Tennessee Department of Human Services

ATTN: 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.**