New York checklist:

* Complete disclosure form: <https://www.tn.gov/content/dam/tn/human-services/documents/hs-2779.docx>
* Complete the New York form: <https://www.tn.gov/content/dam/tn/human-services/documents/NY_Authorization_Form.pdf>

**Please note the following when completing the New York form:**

* New York requires the form to be notarized
* New York requires the original form
  + **Please do NOT send the original form to New York. Please send it to TN DHS, and TN DHS will send it to New York.**
* Mail a copy of the checklist, disclosure form and original New York form to:

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.**