

Oregon 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(rev.%2010-2022)template.pdf)
- Complete the Oregon form: <https://www.tn.gov/content/dam/tn/human-services/documents/Oregon-MS-2702.pdf>

Please note the following when completing the Oregon form:

- The Oregon form must be typed, not handwritten.
 - Please do NOT send this form to Oregon. Please send it to TN DHS, and TN DHS will send it to Oregon.**
- Email, fax or mail a copy of the checklist, disclosure form and Oregon form to:
Email: ccbackground.dhs@tn.gov

Fax: 615-532-9956

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