Puerto Rico 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 Puerto Rico form: <https://www.tn.gov/content/dam/tn/human-services/documents/Puerto%20Rico%20CAN%20Registry.pdf>

**Please note the following when completing the Puerto Rico form:**

* The Puerto Rico form must have a witness signature.

The applicant’s signature date and the witness’ signature date must match.

* **Please do NOT send this form to Puerto Rico. Please send it to TN DHS, and TN DHS will send it to Puerto Rico.**
* Email, fax or mail a copy of the checklist, disclosure form and Puerto Rico 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.**