South Dakota 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 South Dakota form: <https://www.tn.gov/content/dam/tn/human-services/documents/SD_Self_Screening_Form.pdf>

**Please note the following when completing the South Dakota form:**

* The South Dakota form must be notarized.
	+ **Please do NOT send this form to South Dakota. Please send it to TN DHS, and TN DHS will send it to South Dakota.**
* Email, fax or mail a copy of the checklist, disclosure form and South Dakota 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 send all forms for each applicant together, including the checklist.**