

Texas 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)
- ☐ Create an account in Texas' online portal via this link: [New TX Online Portal](#)
 - Under the login section, choose “**Sign up now**” then choose the third option “**Central Registry (this option must be selected if you are registering to request a central registry check on yourself)**”
 - Once you have created an account, you will follow the instructions inside the portal to request a copy of your background check.
 - Please send TN DHS a copy of the results via the email or fax listed below.

- ☐ ***PLEASE NOTE: ONLY THE APPLICANT CAN CREATE THE ONLINE ACCOUNT***

- ☐ Email or fax a copy of the completed TN Disclosure Form & the Texas results 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.