Virgin Islands checklist:

* Complete disclosure form: <https://www.tn.gov/content/dam/tn/human-services/documents/hs-2779.docx>
* Complete the Virgin Islands form: <https://www.tn.gov/content/dam/tn/human-services/documents/U.S.Virgin-Island-Form.pdf>

**Please note the following when completing the Virgin Islands form:**

* The Virgin Islands require the form to be witnessed.
  + **Please do NOT send this form to the Virgin Islands. Please send it to TN DHS, and TN DHS will send it to the Virgin Islands.**
* Email, fax or mail a copy of the checklist, disclosure form and Virgin Islands form to:

Email: [ccbackground.dhs@tn.gov](mailto:ccbackground.dhs@tn.gov)

Fax: 615-532-9956

Mail:

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