Virginia 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 Virginia form: <https://www.tn.gov/content/dam/tn/human-services/documents/Virginia_1.pdf>
	+ The Notary section is \*optional\*
	+ Virginia requires the **original** form, signed in ink.
	+ **Please do NOT send this form to Virginia. Please send the original form to TN DHS, and TN DHS will send it to Virginia.**
* Complete Criminal History Release Form: [VA Criminal Release Form Instructions](https://www.tn.gov/content/dam/tn/human-services/documents/State%20of%20Tennessee%20-%20VA%20State%20Police%20Criminal%20Search%20Instructions%20%28Form%20SP-167%29%2006.30.2023%20%28002%29.pdf)
	+ **Please note: TN DHS cover this fee.**
	+ **Please note: once this online form is completed, it must be printed and notarized (it cannot be electronically notarized)**
	+ **Please note: VA requires a set of ink fingerprints to be completed as well.**
* Mail a copy of the checklist, disclosure form, original Virginia form, original Virginia Criminal Release Form, and original hardcopy fingerprint card to:

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.**