Washington D.C. 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 Washington D.C. form: <https://www.tn.gov/content/dam/tn/human-services/documents/DC_CPR_App_New.pdf>

**Please note the following when completing the Washington D.C. form:**

* Washington D.C. requires the form to be notarized or for you to include a color copy of your driver’s license.
* Washington D.C. requires that you do not leave any blank spaces: write “no middle name” if you don’t have one. If a middle name is an initial only, write “initial only.” If the question is not applicable, write “N/A”.
* Washington D.C. requires the original form.
	+ **Please do NOT send this form to Washington D.C. Please send the original form to TN DHS, and TN DHS will send it to Washington D.C.**
* Mail a copy of the checklist, disclosure form and original Washington D.C. form 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.**