Washington 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 form: [Washington State Child Abuse and Neglect Founded Findings Request from Another State](https://www.tn.gov/content/dam/tn/human-services/documents/child-care-out-of-state-registry-check/Washington%20State%20Child%20Abuse%20and%20Neglect%20Founded%20Findings%20Request%20from%20Another%20State.pdf)
* Complete signature form:[Washington Signature Authorization Form](https://www.tn.gov/content/dam/tn/human-services/documents/WA_CAN_Signature_form.pdf)

**Please note the following when completing the Washington form:**

* The Washington form must be typed.
* The Washington form must have a handwritten signature – electronic signatures not accepted.
	+ **Please do NOT send this form to Washington. Please send it to TN DHS, and TN DHS will send it to Washington.**
* Email, fax or mail a copy of the checklist, disclosure form and Washington 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 also send all forms for each applicant together, including the checklist.**