

# Washington checklist:

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- 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)
- Complete the Washington form: [Washington State Child Abuse and Neglect Founded Findings Request from Another State](#)
- Complete signature form: [Washington Signature Authorization Form](#)

**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](mailto: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.