West 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 West Virginia form: <https://www.tn.gov/content/dam/tn/human-services/documents/West%20Virginia.pdf>
* Please note that West Virginia requires the original form.

**Please do NOT send this form to West Virginia. Please send the original form to TN DHS, and TN DHS will send it to West Virginia.**

* Mail a copy of the checklist, disclosure form and original West Virginia 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.**