Alabama checklist:

* Complete disclosure form: <https://www.tn.gov/content/dam/tn/human-services/documents/hs-2779.docx>
* Complete the Alabama form: <https://www.tn.gov/content/dam/tn/human-services/documents/AL_Form_1598.pdf>
* Please note the following when completing the Alabama form:
* Alabama requires the original form
* Please make sure to include full name; ex. last name, first name, full middle name, no initials accepted
* Please make sure to include applicant’s job/role
* Please make sure to include date of birth for all spouse, former spouse, children and stepchildren listed
* Please make sure to include all Alabama counties where applicant lived, worked or attended school
* Alabama requires a witness signature
* Applicant and witness signature dates must match
* Mail a copy of the checklist, disclosure form and original Alabama form to:

Tennessee Department of Human Services

ATTN: 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. And, please send all forms for each applicant, together, including the checklist.