California checklist:

* Complete disclosure form: <https://www.tn.gov/content/dam/tn/human-services/documents/hs-2779.docx>
* Complete California form: <https://www.tn.gov/content/dam/tn/human-services/documents/California-BCIA-4056.pdf>
* Have California form notarized
* Make two copies of notarized California Child Abuse Central Index Self Inquiry Request form
* Keep original notarized California Child Abuse Central Index Self Inquiry Request form on file
* Applicant mails one copy of the notarized California Child Abuse Central Index Self Inquiry Request form directly to California with their return address on the envelope
  + Do not send the TN Disclosure form – only send the California Abuse Central Index Self Inquiry Request form. Otherwise California will reject the request.
* Email, fax or mail the checklist, disclosure form, copy of notarized California Child Abuse Central Index Self Inquiry Request form and copy of envelope the California form was mailed to California in to:

Email: [ccbackground.dhs@tn.gov](mailto:ccbackground.dhs@tn.gov)

Fax: 615-532-9956

Mail:

Tennessee Department of Human Services

ATTN: OIG - Background Unit

James K. Polk Building, 15th Floor

505 Deaderick Street

Nashville, TN 37243

* Email, fax or mail a copy of the California results to our office, as soon as possible, after they have been received.

\*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.