New Jersey checklist:

* Complete disclosure form: <https://www.tn.gov/content/dam/tn/human-services/documents/hs-2779.docx>
* Complete the online New Jersey form:

Here is a link: <https://www.njportal.com/dcf/cari> , please click on “File an Out of State CARI” in the lower left box and then, please enter the following information for “Requesting Agency Name and Information: “**Requesting Agency Name\*:” TN Department of Human Services, “Staff Name\*:” Basem Girgis, “Agency Email\*:”** [**ccbackground.dhs@tn.gov**](mailto:ccbackground.dhs@tn.gov) **, “Contact Phone Number\*:” 615-253-4170, “Address 1\*:” James K. Polk Building, 15th Floor, “Address 2:” 505 Deaderick Street, “City\*:” Nashville, “State\*:” Tennessee, “Zip\*:” 37243**

* Email, fax or mail checklist and disclosure form 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

\*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.