Virginia checklist:

* Complete disclosure form: <https://www.tn.gov/content/dam/tn/human-services/documents/hs-2779.docx>
* Complete the Virginia form: <https://www.tn.gov/content/dam/tn/human-services/documents/VA_Form_032-02-0151-12_updated.pdf>
* Please note the following when completing the Virginia form:
* Virginia requires the form to be notarized
* Virginia requires the original form
* Mail a copy of the checklist, disclosure form and original Virginia 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.