



# Charge/Arrest Report Form

Tenn. Code Ann. § 71-3-507

(C) The childcare agency, substitute pool, or staffing agency shall immediately notify the department on the same business day of an arrest, pending indictment, or other information regarding a person who is an employee, substitute, volunteer, or resident which places the person within the prohibited categories established in subdivision (e)(1)(A) if the childcare agency, substitute pool, or staffing agency knows or reasonably should know of such arrest, pending indictment, or other information. The childcare agency, substitute pool, or staffing agency shall immediately exclude the person if the person must be excluded from positions or circumstances described in subdivision (a)(1) or from any access to children.

To report a known charge or arrest of an individual working in a childcare center in the state of Tennessee, please answer the following questions:

- 1. Name of individual: \_\_\_\_\_  

First
Middle
Last
- 2. Date of Arrest: \_\_\_\_\_
- 3. Name of Arresting Agency: \_\_\_\_\_
- 4. Nature of the Charge (describe the charge/reason for arrest):  
\_\_\_\_\_  
\_\_\_\_\_
- 5. Is DCS (Department of Children’s Services) involved?     Yes     No
- 6. Child Care Center’s Information:
  - a. Name of Center: \_\_\_\_\_
  - b. Center’s Director: \_\_\_\_\_
  - c. Center’s Licensing Consultant: \_\_\_\_\_
  - d. Address of Center: \_\_\_\_\_  
\_\_\_\_\_
- 7. How did you learn about this charge/arrest (e.g., social media/news report, newspaper, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_

**\*If you have the police report, charge/court documents, news article, etc., please include them when submitting this form\***

**Please submit this completed form to: [CCBackground.DHS@tn.gov](mailto:CCBackground.DHS@tn.gov) (email) or 615-532-9956 (fax)**