

Virtus & Safe Environment Requirements for Parents

As part of the Archdiocese of Washington's commitment to child safety, any adult who seeks volunteer service with an Archdiocesan school, parish, agency, or other ministry that will involve contact with children must, prior to beginning service:

- ☐ Complete the [Application for Volunteer Service](#)
- ☐ Register online for Virtus child protection workshop (instructions below)
 - Read and submit the [acknowledgment form](#)
- ☐ Complete the [authorization form](#) for a criminal background check; and
- ☐ Undergo a criminal background check (fingerprinting) and have results cleared by the Office of Child Protection and Safe Environment. A list of locations is below.
- ☐ Submit a copy of your photo ID to Joanne McBurney (virtus@stbartholomew.org)

Volunteer service may start only after the Office of Child Protection and Safe Environment provides notification that the individual has successfully cleared a criminal background check.

Instructions for Virtus

Go to www.virtusonline.org & click on FIRST TIME REGISTRANT (left sidebar)

Click on View a List of Sessions

Scroll all the way down until you find Washington, DC (Archdiocese)

Create a User ID and Password to continue and complete registration screens

Select St. Bart's as the Primary location for volunteering

Select your roles & answer all screening questions

Read and Acknowledge the Pastoral Code of Conduct and Contact with Minors

When you get to the screen that asks if you have already attended Protecting God's Children Session, click NO, and select the session you want to attend.

Sessions fill up quickly, new sessions are added every Monday.

Fingerprinting Information

[Click here for the Livescan Form](#); print and bring with you to the fingerprinting location. Below is a list of private providers; you can check with your local police department to see if services are available.

SafeHire Solutions will provide mobile fingerprinting services during Sneak-a-Peek on Monday, August 24 from 1-3:30pm. You will need to complete [this form](#), bring a printed copy of your ID, payment (\$73), and a completed Livescan form linked above.

PRIVATE PROVIDERS	ADDRESS	PHONE	Price
1 Stop Fingerprints, LLC	10770 Columbia Pike Unit 30 #E48 Silver Spring, MD 20901	(240) 389-3238	\$ 65.00
Express Fingerprinting & Live Scans, LLC	Address: 915 Russell Ave Suite B Gaithersburg, MD 20879	240.760-1116	\$ 61.25
University of Maryland, College Park <u>NO MOBILE SERVICE AVAILABLE</u> <u>*WALK-IN FINGERPRINTING AVAILABLE</u>	Department of Public Safety Pocomoke Building 7569 Baltimore Avenue College Park, MD 20742	301.405.5758	\$ 55.00
Truevine Biometric Services	4061 Powder Mill Rd Suite, 700 Rm # 27 Beltsville, MD 20705	240-833-3268	\$ 60.00
Fingerprint Express Inc	2401 Blueridge Ave Suite 400 Silver Spring, MD 20902	240-880-2922	\$ 51.25
All American Protective Services, LLC	6701 Democracy Blvd. Suite 110 Bethesda, MD 20817	301.571.9479	\$ 64.29