



The Roman Catholic Archdiocese of Washington

CHILD PROTECTION AND SAFE ENVIRONMENT

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Telephone: 301-853-5305

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Childprotection@adw.org

COMPLIANCE CHECKLIST: Requirement for Volunteers

**** Note:** If you do not have personal access to the Internet, please contact the local Child Protection Compliance Coordinator for assistance with the registration process.

☐ Application & Identification

- Complete, sign, and submit the application to the **local Safe Environment Coordinator** at your parish or school.
- Present a **valid form of government-issued identification** to the coordinator for **verification and documentation purposes**.
- The application and a copy of your identification will be securely stored at the designated location in accordance with archdiocesan policy.

☐ Register for VIRTUS

- Visit www.virtusonline.org and click on **"First Time Registrant."**
- **Select** "Washington, DC (Archdiocese)" and create a username and password.
- **Provide personal information** and select your **primary location** and **role/position**.
- **Answer** the required question regarding "contact with minors."
- **Electronically sign to acknowledge** that you've read and understand the Code of Conduct.
- **Electronically sign to acknowledge** that you've read and understand the Safe Environment Policy.
- Select a **Protecting God's Children 4.0 Awareness Session** in **English** or **Spanish** that you wish to complete. *Closed captioning is also available.*

If you have previously completed the training in another diocese, contact VIRTUS at 888-847-8870 to have your account transferred or mirrored to the Archdiocese of Washington (ADW).

Note: All the aforementioned steps must be completed and documented in VIRTUS prior to proceeding with Livescan fingerprinting.

☐ FBI Livescan Fingerprinting

For your convenience, fingerprinting locations throughout the Archdiocese of Washington can be found online.

- **Maryland:** Refer to www.dpscs.maryland.gov/publicservs/fingerprint.shtml for a comprehensive list of available fingerprinting locations.
- **District of Columbia:** Contact the Metropolitan Police Department at (202) 727-4409 for guidance on fingerprinting locations.

For Preschool and Before/After Care Programs Only:

If applicable, kindly request that the technician includes the authorization number specific to your county region:

Region 4 (Prince George's County) 1100000042

Region 5 (Montgomery County) 1100000053

Region 10 (Calvert, Charles, St. Mary's Counties) 1100000101

We recommend calling your selected location in advance to verify the availability of a fingerprint technician. Provide the ADW authorization number: **9000016616** (for both State and FBI). Please ensure you bring the Livescan pre-registration application and a valid form of identification to your fingerprinting appointment.

☐ Email

- Ensure your **email address** is up to date in VIRTUS to receive all communications.

Please ensure that all requirements are completed within 60 days. You will be ineligible to work or conduct ministry until all requirements are fulfilled. For your records and to confirm your compliance status, please contact the local coordinator in the

