



ARCHDIOCESE OF WASHINGTON

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447
Mailing Address: Post Office Box 29260, Washington, DC 20017-0260
301-853-4500 TDD 301-853-5300

Office of Employee & Volunteer Services
Phone: 301-853-5363
Fax: 301-853-7679
Appointment Website: <http://www.adw.org/employment/fingerprint.asp>

Office of Child Protection Services
Phone: 301-853-5328
Fax: 301-853-7675
E-mail: childprotection@adw.org

Child Protection Policy Compliance Checklist for Volunteers

- Complete *Volunteer Application Form****
Return completed application to the local Child Protection Compliance Coordinator. A copy will be retained at the parish and/or school and the original will be sent to the Office of Human Resources.
- Register for an account on VIRTUS at www.virtus.org****
Attend *Protecting God's Children for Adults* no later than 60 days following the assumption of duties. ***If access to the Internet is not available, please see the local Child Protection Compliance Coordinator for further assistance with the registration process.*
- Contact the Office of Employee & Volunteer Services (see above) to set up an appointment for fingerprinting.**
***NOTE: The steps above must all be completed and recorded on VIRTUS by the local Child Protection Compliance Coordinator before a fingerprinting appointment is scheduled.*
 - Bring the following documents to fingerprinting appointment:
 - o Criminal Background Authorization Form*
 - o Check or Money Order payable to CJIS
 - (Volunteer: \$33.25, Employee: \$37.25)
 - o Valid Photo ID
- Read the *Child Protection Policy* booklet**
Acknowledgement Form must be signed and returned no later than 30 days following the assumption of duties to the local Child Protection Compliance Coordinator. A copy will be retained at the parish and/or school and the original will be sent to the Office of Employee & Volunteer Services.

**Must be signed by the Pastor, Principal, Agency Director or Coordinator.*