



ARCHDIOCESE OF WASHINGTON

CHILD PROTECTION AND SAFE ENVIRONMENT

Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782

Mailing Address: P.O. Box 29260, Washington, D.C. 20017

Phone: (301) 853-5328 Fax: (301) 853-7675

Email: Childprotection@adw.org

COMPLIANCE CHECKLIST

(If personal access to the Internet is not available, please speak with the local Child Protection Compliance Coordinator for assistance with the registration.)

Application

- All must complete, sign and return application to the local coordinator at the Parish/School.
(Where it will be retained and stored.)

Register for Virtus

- Log on to www.virtusonline.org and begin the registration process.
- During the online registration, please read the **Pastoral Code of Conduct and Contact with Minors.**
- Schedule to attend a *Protecting God's Children for Adults training session*

**The steps above must all be completed and recorded on VIRTUS prior to conducting the livescan fingerprinting screening.*

Archdiocese of Washington - Child Protection Policy Booklet

- Please read the Child Protection Policy Booklet. (booklet will be given to you in the training)
- **Acknowledgement Form** must be signed and returned no later than 30 days following the training session to the local Child Protection Compliance Coordinator.
- Authorization Form must be signed by the Pastor or Principal

FBI Fingerprinting

- Individuals may go online to find a fingerprinting location in all areas of the Archdiocese of Washington.
- In the State of Maryland, locations are collectively listed at:
www.dpscs.maryland.gov/publicservs/fingerprint.shtml.
- In the District of Columbia, individuals may call the Metropolitan Police Department at (202) 727-4409 for guidance.
- Please call the location of your choice to confirm if a fingerprint technician is available.

For Fast and Accurate Service

- Bring a valid form of government identification. (Driver's license, Certification of Naturalization, Passport or Military Identification)
- Complete the LiveScan Pre-Registration application. (District residence can call 202-727-4409)
- The approximate fee for the fingerprinting service is \$40.00 - \$60.00, which is required at the time of service. (Major credit cards and checks are accepted. Cash and money orders are not accepted at the State Operated Fingerprinting Centers.)
- Please provide the technician with the ADW authorization number: 9000016616 (which will be used for both State and FBI).

FOR PRESCHOOL AND BEFORE/AFTER CARE PROGRAMS USE ONLY

Please ask technician to include the authorization number for your county region.

1100000042 Region 4 (Prince George's Co.)

1100000053 Region 5 (Montgomery Co.)

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

Please be aware that you have 60 days to be in compliance with all the requirements and cannot work or volunteer until these requirements have been met. (Please check with your local coordinator)