



ARCHDIOCESE OF WASHINGTON

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447
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Office of Child and Youth Protection
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Email: childprotection@adw.org

Child Protection Policy Compliance Checklist

- Register for an account on VIRTUS at WWW.VIRTUS.ORG****
During the on-line registration read the **ADW Code of Conduct**. Schedule to attend ***Protecting God's Children for Adults*** no later than 60 days following the assumption of duties. *****If personal access to the Internet is not available, please speak with the local Child Protection Compliance Coordinator for assistance with the registration.***
- Complete Volunteer Application Form ***
****NEW** – As of **November 1, 2016**, all original Volunteer Applications must be completed, signed and will be retained at the parish and/or school. **Do not mail any applications to the ADW Office of Child and Youth Protection.**
- Call your Child Protection Compliance Coordinator at your volunteer location to set up an appointment for an electronic background check.**
****NOTE:** **The steps above must all be completed and recorded in VIRTUS before a background screening appointment is scheduled.**
Bring the following documents to your background check appointment:
 - ✓ Two forms of Valid Identification (State Issued), Unexpired; One Must Be a Photo ID
 - ✓ Check or Money Order Payable to the Parish, School, or Agency
 - Volunteer or Employee: \$18.75**ADW Employees who will have contact with children **MUST** also be fingerprinted.** Employees must be given a list of fingerprint service locations to schedule an appointment. Bring the following documents to your appointment:
 - ✓ Signed Criminal Background Authorization Form*
 - ✓ Two forms of Valid Identification (State Issued), Unexpired; One Must Be a Photo ID
 - ✓ Check or Money Order Payable to the Archdiocese of Washington
 - ✓ **Background must be completed before scheduling a fingerprint appointment.**
 - Employee: \$30.00
- Read the ADW 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 Child and Youth Protection.

* Authorization Form must be signed by the Pastor or Principal.