



The Roman Catholic Archdiocese of Washington

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Background Check Process for New Employees

The following information outlines the process to properly background verifications and eligibility to work in the Archdiocese of Washington. These steps should be followed in this order to ensure a smooth hiring process.

Potential New Employees are given a verbal offer contingent on the results of the Electronic Background Check (EBC). Only after the results are posted in VIRTUS, can a “New Hire employment letter” be provided. Hiring managers, principals and priests should contact the local Child Protection local Coordinator to check the status of the EBC results.

Results usually take 3-5 days to be completed. If the local Child Protection Coordinator does not see the EBC posted after 7 days, please email Andrea Salazar for assistance salazara@adw.org.

Step 1a: Electronic Background Check

NCSI has activated a secure URL link to conduct electronic background checks at each location. <https://archdioceseofwashington.quickapp.pro/>

- Please click on the link above to initiate the E-background check.
- Please select your location **PARISH/SCHOOL**
- On the “Welcome Page,” please click “next” to start the electronic background check process.
- Please make sure to upload a photo identification (Driver License, Passport etc.) to avoid any

Step 1b: Register for Virtus

- Log on to www.virtusonline.org and create an account
- During the registration process, please read the Pastoral Code of Conduct and Contact with Minors clauses
- EBC results will be posted here

Step 2: Fingerprinting Process

The Archdiocese of Washington requires for all employees, clergy, religious, seminarians and volunteers who have contact with children and/or vulnerable adults to be fingerprinted. The Child Protection coordinator has a copy of the Fingerprinting LiveScan Pre-registration Application. The application is pre-populated with the ADW authorization number 9000016616.

Once the EBC is completed and with a favorable determination, an appointment letter can be given to the New Employee.

Step 3: VIRTUS TRAINING

- Schedule to attend a Protecting God's Children for Adults training session
- Must complete the training within 60 days of employment

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 clauses**.
- 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 the employee 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
- Please retain the signed Acknowledgement Form in the employee folder at your location

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:
<https://dpscs.maryland.gov/publicservs/fingerprint.shtml>.
- Please call the location of your choice to confirm if a fingerprint technician is available.
- Fingerprints must be done electronically via LiveScan unit in all State. Out-site of MD please contact your nearest police station for guidance.

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.
- 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 the State and FBI).

FOR PRESCHOOL AND BEFORE/AFTER CARE PROGRAMS USE ONLY

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

110000042 Region 4 (Prince George's Co.)
Region 10 (Calvert, Charles, St. Mary's Co.)

110000053 Region 5 (Montgomery Co.) 110000101

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