



Archdiocese of Washington

Child Protection and Safe Environment

Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782

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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 who have contact with children and/or vulnerable adults must complete, sign and return a volunteer or employment 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.

Criminal Background Check (Fingerprinting)

The Archdiocese of Washington now requires that all employees and volunteers who have contact with children or vulnerable adults to be fingerprinted.

- Please contact your local coordinator to obtain the Archdiocese of Washington **Identifier** number. (This authorization number is required to ensure the results are received and properly recorded.)

For Maryland, locations are collectively listed at:

<https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

For the District of Columbia:

You may visit any service that utilizes LiveScan, including one of the Maryland locations.

We are aware of at least two LiveScan providers that operate District of Columbia locations:

Metro Lab (202) 234-1234

Washington DC Fingerprinting (202) 628-3716

Archdiocese of Washington - Child Protection Policy Booklet

- Please read the Child Protection and Safe Environment Policy Booklet (booklet will be provided by trainer)
- ***Acknowledgement Form*** must be signed and returned no later than 30 days following the training session to the local Child Protection Compliance Coordinator.

Please be aware that you cannot volunteer/work until your criminal background check is posted on your Virtus account. (Please contact your local coordinator)