MEMORANDUM

**To: All (Employees/Volunteers/Religious)**

**From: Office of Child Protection & Safe Environment**

**Re: Fingerprint Screening (Final Step)**

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.state.md.us/publicservs/fingerprint](http://www.dpscs.state.md.us/publicservs/fingerprint). In the District of Columbia, individuals may call the Metropolitan Police Department at (202) 727-4409 for guidance. Please call to confirm a fingerprint technician is available and both State and Federal will be done using our ADW Authorization Number.

**For Fast and Accurate Service**

* Bring a valid form of government identification. (Driver’s license, Certification of Naturalization, Passport or Military Identification)
* Fill out and bring to fingerprinting center the [Livescan Pre-registration Application](https://www.dpscs.state.md.us/publicservs/docs/LiveScanPre-RegistrationApp.doc) for State and Federal criminal background check. District residence can call (202) 727-4409.
* Fee approximately $40.00 - $60.00 is required to submit, and process prints –Major credit cards and checks are accepted. Cash and money orders are not accepted at the State Operated Fingerprinting Centers.
* Provide fingerprint technician with the ADW authorization number: **9000016616**

If your part of the Preschool and Before/After Care Program ask to include the authorization number for the Office of Child Care for the county. Below are the county region authorization numbers.

1100000042 Region 4 (Prince George’s Co.)

1100000053 Region 5 (Montgomery Co.)

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

Any question, please contact Andrea Salazar at (301) 853-5380 or via email at [salazara@adw.org](mailto:salazara@adw.org).