



ARCHDIOCESE OF WASHINGTON

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447
Mailing Address: Post Office Box 29260, Washington, DC 20017-0260
301-853-4500 TDD 301-853-5300

Office of Child and Youth Protection
Phone: (301) 853-5328
Fax: (301) 853-7675
Email: childprotection@adw.org

Child Protection Policy Compliance Checklist for Volunteers

Register for an account on VIRTUS at WWW.VIRTUS.ORG**

Attend Protecting God's Children for Adults no later than 60 days following the assumption of duties. ***If access to the Internet is not available, please see the local Child Protection Compliance Coordinator for further assistance with the registration process.*

Complete Volunteer Application Form *

Return completed application 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.

Call your Child Protection Compliance Coordinator at the location where you will be volunteering to set up an appointment for background check.

***Note: The steps above must all be completed and recorded on VIRTUS before a background screening appointment is scheduled.*

❖ Bring the following documents to background check:

- ✓ Two forms of Valid Identification (State Issued); One Must Be a Photo ID
- ✓ NOTE: ADW Employees having substantial contact with children MUST also be fingerprinted. Please provide employee with fingerprint service location information. Inform the employee that is fee is \$34.50.

Read the Child Protection Policy booklet

Acknowledgment 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.

**Must be signed by the Pastor, Principal, Agency Director or Coordinator.*