



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 Employee & Volunteer Screening Service
Phone: (301) 853-5363
Fax: (301) 853-7679

Montgomery County - St. Francis of Assisi Parish
Phone: (301) 840-1407 (for appointments only)

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

Child Protection Policy Compliance Checklist for Volunteers

<http://site.adw.org/child-protection>

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

[Click "*Select your organization*" choose "*Washington, DC (Archdiocese)*"]
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 Human Resources.

☐ **Call the Office of Employee and Volunteer Services to set up an appointment for Fingerprinting.**

***Note: The steps above must all be completed and recorded on VIRTUS fingerprinting appointment is scheduled.*

❖ Bring the following documents to fingerprinting appointment:

- ✓ Signed Criminal Background Authorization Form*
- ✓ Check or Money Order Payable to Archdiocese of Washington(ADW)
 - Volunteer: \$34.50
- ✓ Valid Photo ID (State Issued)

☐ **Read the Child Protection Policy booklet and Sign Acknowledgement Form**

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 Employee & Volunteer Services.

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