



# 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](mailto: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](http://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.*