



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:
 - ✓ Check or Money Order Payable to the Parish, School, or Agency
 - Volunteer or Employee: \$13.50
 - ✓ 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**
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 Child and Youth Protection.

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