



# ARCHDIOCESE OF WASHINGTON

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## **Child Protection Policy Compliance Checklist for Volunteers**

- **Register for an account on VIRTUS at [WWW.VIRTUS.ORG](http://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.*