



# The Roman Catholic Archdiocese of Washington

CHILD PROTECTION AND SAFE ENVIRONMENT

5001 Eastern Avenue Hyattsville, MD 20852

Telephone: 301-853-5305

Fax: 301-853-7675

Childprotection@adw.org

## **COMPLIANCE CHECKLIST: Requirement for Employees & Clergy**

**\*\* Note:** If you do not have personal access to the Internet, please contact the local Child Protection Compliance Coordinator for assistance with the registration process.

### **Application**

- Complete, sign, and submit the application to the local coordinator at the Parish or School.  
(The completed application will be securely stored at the designated location)

### **Register for VIRTUS**

- **Visit** [www.virtusonline.org](http://www.virtusonline.org) and click on "**First Time Registrant.**"
- **Select** "Washington, DC (Archdiocese)" and create a username and password.
- **Provide Personal Information** and select your **primary location** and **role/position.**
- **Answer** the required questions, including those on contact with minors.
- **Acknowledge** that you've read and understand the Code of Conduct by electronically signing.
- Select a **Virtus session** in **English or Spanish** that you wish to attend.
- **Complete the Online Training:** Navigate to "Current Training," click on the assigned module, and complete the Protecting God's Children Online Awareness Session 4.0.

### **Electronic Background Check**

- Contact the designated Local Child Protection & Safe Environment Coordinator to obtain the necessary link for completing the electronic background check.

**Note:** *All the aforementioned steps must be completed and documented in VIRTUS prior to proceeding with Livescan fingerprinting.*

### **FBI Livescan Fingerprinting**

For your convenience, fingerprinting locations throughout the Archdiocese of Washington can be found online.

- **Maryland:** Refer to [www.dpscs.maryland.gov/publicservs/fingerprint.shtml](http://www.dpscs.maryland.gov/publicservs/fingerprint.shtml) for a comprehensive list of available fingerprinting locations.
- **District of Columbia:** Contact the Metropolitan Police Department at (202) 727-4409 for guidance on fingerprinting locations.

#### **For Preschool and Before/After Care Programs Only:**

If applicable, kindly request that the technician includes the authorization number specific to your county region:

**Region 4 (Prince George's County)** 1100000042

**Region 5 (Montgomery County)** 1100000053

**Region 10 (Calvert, Charles, St. Mary's Counties)** 1100000101

We recommend calling your selected location in advance to verify the availability of a fingerprint technician.

Provide the ADW authorization number: **9000016616** (for both State and FBI). Please ensure you bring the Livescan pre-registration application and a valid form of identification to your fingerprinting appointment.

### **Archdiocese of Washington Child Protection Policy Booklet**

Review the *Child Protection Policy Booklet*, sign the Acknowledgement Form, and return it to the local Child Protection Compliance Coordinator within 30 days of completing the training.

To request a PDF copy of the booklet, please contact the local coordinator.

### **Bulletins**

- Read the monthly bulletins. (Update your work email address on VIRTUS)

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Please ensure that all requirements are completed within 60 days. You will be ineligible to work or conduct ministry until all requirements are fulfilled. For your records and to confirm your compliance status, please contact the local coordinator in the parish/school.

