The Roman Catholic 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 | adw.org

COMPLIANCE CHECKLIST: Requirement for Volunteers

Please contact the local Safe Environment Coordinator for assistance with the registration process.

☐ Application & Identification

- Complete, sign, and submit the application to the local Safe Environment coordinator at the Parish or School.
- Present a valid form of government-issued identification to the coordinator for verification and documentation purposes. Your identification will be securely stored at the designated location in accordance with archdiocesan policy.
- Email address must be included to receive VIRTUS updates.

☐ Register for VIRTUS

- Visit 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, role and position.
- Answer the required questions regarding "Contact with Minors."
- Electronically sign to acknowledge that you have read and understand the Code of Conduct.
- Electronically sign to acknowledge that you have read and understand the Safe Environment Policy.
- Select and complete Protecting God's Children 4.0 Awareness Session in English or Spanish. Closed Caption is also available.

☐ FBI Livescan Fingerprinting

(All the above steps must be completed and reflected in VIRTUS before proceeding with Livescan fingerprinting)

- Fingerprinting locations throughout the Archdiocese of Washington can be found online by searching Live Scan Fingerprinting Near Me.
- For Preschool and Before/After Care Programs Only then 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

  Please call 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.

All requirements must be completed within 30 days. Volunteers may not participate in ministry until all requirements have been met. Please contact the local Safe Environment Coordinator at your parish or school to confirm your compliance status.