The Roman Catholic
Archdiocese *of* Washington

Volunteer Compliance Checklist

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.

☐ **Register for VIRTUS**

- Visit 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.
- Electronically sign and acknowledge that you have read and understand the Code of Conduct
- 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.

☐ **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 Volunteering at Preschool and Before/After Care Programs only 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.

☐ **Archdiocese of Washington Safe Environment Policy**

- Review the Safe Environment Policy (available online at adw.org/safeenvironment), sign the Acknowledgement Form, and return it to the local Child Protection Coordinator within 30 days of completing the training.