



ARCHDIOCESE OF WASHINGTON

CHILD PROTECTION AND SAFE ENVIRONMENT

Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782

Mailing Address: P.O. Box 29260, Washington, D.C. 20017

Phone: (301) 853-5328 Fax: (301) 853-7675

Email: Childprotection@adw.org

VOLUNTEER COMPLIANCE CHECKLIST

(If personal access to the Internet is not available, please speak with the local Child Protection Compliance Coordinator for assistance with the registration.)

Volunteer Application

- All volunteers must complete, sign and return application to the local coordinator at the Parish/School. *(Where it will be retained and stored.)*

Register for Virtus

- Log on to www.virtusonline.org and begin the registration process.
- During the online registration, please read the **Pastoral Code of Conduct and Contact with Minors.**
- Schedule to attend a *Protecting God's Children for Adults training session*

**The steps above must all be completed and recorded on VIRTUS before an electronic background appointment is scheduled.*

Electronic Background Check

- Please call your local coordinator to schedule an appointment for an Electronic Background.
- Please bring two forms of valid identification (Government Issued). One must be an unexpired photo ID.
 - Check or Money Order for \$18.50 *(if applicable)*

Archdiocese of Washington - Child Protection Policy Booklet

- Please read the Child Protection Policy Booklet (booklet will be given to you in the training)
- *Acknowledgement Form* must be signed and returned no later than 30 days following the training session to the local Child Protection Compliance Coordinator.
- Authorization Form must be signed by the Pastor or Principal

**Per the Child Protection and Safe Environment policies, all volunteers must comply with all of the above requirements no later than 60 days after opening their Virtus account.*

Please be aware that you cannot volunteer until your electronic background check is posted on your Virtus account. (Please check with your local coordinator)