



ARCHDIOCESE OF WASHINGTON

CHILD PROTECTION AND SAFE ENVIRONMENT

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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 on Virtusonline.org

- 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 and attend a *Protecting God's Children for Adults training session*.

***The Steps above must all be completed and recorded on VIRTUS before a fingerprinting appointment is scheduled.**

- FBI Fingerprinting

- Your Application and Virtus Registration must be completed prior to scheduling a FBI Fingerprinting appointment.
- Fingerprinting Services Locations can be found here :
<https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>
- You will need to bring your ID, Livescan Pre-Registration Application and payment for fingerprinting. (Please check with the fingerprint location for all details prior to going for fingerprints.)

- Archdiocese of Washington - Child Protection Policy Booklet

- Please read the Child Protection Policy Booklet (given out in the Seminar).
- Acknowledgement Form must be signed and returned no later than 30 days following the training session to the local Child Protection Compliance Coordinator.

- Return these items to the School Office:

- Completed Volunteer Application
- Child Protection Acknowledgement Form
- Bring two forms of ID to your local coordinator to be copied and kept stored
- Copy of completed Virtus certificate
- Copy of Fingerprinting receipt with tracking code

ALL REQUIREMENTS MUST BE COMPLETED WITHIN 60 DAYS AFTER REGISTERING ON VIRTUS.

Please be aware that you cannot work with children until your fingerprint results are posted on Virtus.