



# ARCHDIOCESE OF WASHINGTON

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## **Child Protection Policy Compliance Checklist for Volunteers**

- ❑ **Register for an account and training session on VIRTUS at [WWW.VIRTUS.ORG](http://WWW.VIRTUS.ORG)\*\***  
Attend 'Protecting God's Children for Adults' training class no later than 60 days following the assumption of duties. *\*\*If access to the Internet is not available, please see the local Child Protection Compliance Coordinator for further assistance with the registration process.*
- ❑ **Complete Volunteer Application Form \***  
Return completed application to the local Child Protection Compliance Coordinator. A copy will be retained at the parish and the original will be sent to the Office of Child and Youth Protection.
- ❑ **Call your Child Protection Compliance Coordinator (CCD Coordinator) to set up an appointment for background check.**  
**\*\*Note:** *The steps above must all be completed and recorded on VIRTUS before a background screening appointment is scheduled.*
  - ❖ Please bring two forms of Government Issued Identification to the background check.
  - ❖ Any two of the following are acceptable, at least one must be a photo ID:  
Driver's License, US Birth Certificate, US Passport or Passport Card, Unexpired Foreign Passport, Alien Registration Card with Photograph, US Military ID Card, Military discharge/separation papers, Social Security Card, State or Federal Employee Identification with signature and photo, Permanent Resident Card, Certificate of Naturalization.
- ❑ **Read the Child Protection Policy booklet obtained at in-person training**  
The last page of the booklet has an *Acknowledgement Form* that must be signed and returned no later than 30 days following the assumption of duties to the local Child Protection Compliance Coordinator. A copy will be retained at the parish and the original will be sent to the Office of Child and Youth Protection.

*\*Must be signed by the Pastor, Principal, Agency Director or Coordinator.*