



# ARCHDIOCESE OF WASHINGTON

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## OUR LADY OF MERCY CHILD PROTECTION COMPLIANCE CHECKLIST

### ❑ REGISTER FOR A VIRTUS ACCOUNT ON [WWW.VIRTUS.ORG](http://WWW.VIRTUS.ORG)

During the on-line registration:

Read and accept the *ADW Code of Conduct* and the *Conduct with Minors*  
Schedule *Protecting God's Children for Adults* (virtual workshop)

### ❑ COMPLETE VOLUNTEER APPLICATION FORM

Obtained through [www.adw.org](http://www.adw.org), school or parish house- bring application to parish house with one form of identification- passport, driver's license or two other: birth certificate, federal/state id, global pass.

### ❑ ATTEND VIRTUAL WORKSHOP ON CHOSEN DATE

Members can sign up for a class through their Virtus account and participate online.

Only those who are registered in VIRTUS will get an invite to that session by email address.

An email will be sent with the Zoom instructions, protecting God's Children workbook and an electronic copy of the policy book a day prior to all whom have registered to participate for that training on Virtus. If workshop is not completed within 60 days following the assumption of duties, the volunteer is pulled from the activity.

### ❑ READ THE CHILD PROTECTION POLICY BOOKLET

Sign and Return *Acknowledgement Form* (page 59) to Our Lady of Mercy.

A copy is retained at the parish and/or school and the original is sent to the Office of Child and Youth Protection- Archdiocese of Washington.

### ❑ FINGERPRINTING

Fingerprints can be taken at any police station or any CJIS recommended provider.

Visit the following link [www.dpscs.state.md.us/publicservs/fingerprint.shtml/](http://www.dpscs.state.md.us/publicservs/fingerprint.shtml/) for local providers.

Confirm that both state and FBI will be done using our ADW authorization number.

Bring the pre-filled Livescan application and valid forms of government identification.

Fees are approximately \$40-\$60 -major credits cards and checks are accepted.

No cash/money orders at MD State sites.

**Fingerprinting results must be recorded on the volunteer/employee Virtus account before assumption of duties.**



Our Lady of Mercy

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