**Checklist for New Parish Volunteers at St. Jane Frances de Chantal Church**

**How to become compliant with the ADW CHILD PROTECTION & SAFE ENVIRONMENT POLICY**

*All volunteers and employees at St. Jane Frances de Chantal Church must complete the VIRTUS Child Protection & Safe Environment process of the Archdiocese of Washington (ADW) and be VIRTUS-compliant and VIRTUS-certified* ***before*** *beginning to volunteer or assuming their duties.*

* Register as a “First-Time Registrant” with the ADW Office of Child and Youth Protection & Safe

Environment at **www.virtus.org** under “**St. Jane Frances de Chantal (202) (Bethesda).**”

* Do NOT sign up under “St. Jane de Chantal School (Bethesda).”
* Be sure to register using your legal name as it appears on your identification documents and always use that name on VIRTUS.
* While registering, you must read and agree to the **Code of Conduct** and answer the question about **Contact with Minors.**
* Under First-Time Registrant on the VIRTUS website, also click on “View a list of sessions” to register for a required live **VIRTUS Child Protection & Safe Environment training session,** called

“Protecting God’s Children for Adults.” This class must be taken live and cannot be taken on-line.

* Select “Washington, DC (Archdiocese)” to review the available classes in the Washington Archdiocese and follow the prompts to register.

🞏 Complete the ADW **Volunteer Application;** this is available from the Parish Office OR by clicking

“Child Protection & Safe Environment” at **www.adw.org** and scrolling down to “Volunteer

Application” under “Volunteer and Employee Information.”

* When you attend the required VIRTUS Child Protection & Safe Environment training class, you will receive the **ADW Child Protection Policy**. Review this policy, then complete and sign the **Employee/Volunteer section** of the **Acknowledgment Page (Appendix E).**

🞏 Fingerprinting is required to complete the VIRTUS Child Protection & Safe Environment process.

Make an appointment to be fingerprinted.

* Go online to find a fingerprinting location in the Archdiocese of Washington. In Maryland, locations are listed at [www.dpscs.state.md.us/publicservs/fingerprint](http://www.dpscs.state.md.us/publicservs/fingerprint). In the District of Columbia, call the Metropolitan Police Department at (202) 727-4409. For your convenience, **a list of fingerprinting locations is also attached.**
* Call to confirm that a fingerprint technician is available and that **both State and Federal screening** will be done, using the ADW Authorization Number that is on **the attached fillable Livescan Pre-Registration Fingerprinting Application.**
* Bring to your fingerprinting appointment:
  + The completed [Livescan Pre-Registration Application](https://www.dpscs.state.md.us/publicservs/docs/LiveScanPre-RegistrationApp.doc)
  + A valid form of government identification. (driver’s license, certificate of naturalization, passport, or military identification)
  + The fee to submit and process fingerprints, which will vary from $40 to $60, depending on the location. Major credit cards and checks are accepted. Cash and money orders are not accepted at state-operated fingerprinting centers.
  + Please notify Jeanmarie Keeney in the Parish Office when you have been fingerprinted: parish.office@stjanedechantal.org or 301-530-1550.
* Also contact Jeanmarie in the Parish Office to schedule an appointment to create a VIRTUS file in the parish. Bring the following required documents to the appointment at the Parish Office, which is located in the basement of the rectory, across the parking lot from the church:
* The completed **Volunteer Application**
* **Two forms of valid, state-issued identification;** one must be a picture ID with signature; military IDs are not acceptable; the following **IDs are acceptable:**
  + Driver’s license
  + U.S. passport or passport card
  + U.S. birth certificate or Social Security card
  + Alien registration card with photograph
  + Permanent resident card or certificate of naturalization
  + State or federal employee ID with signature and photo
* The **Certificate of Training Attendance**from your VIRTUS training
* The **ORIGINAL** signed **Acknowledgment Page** from the Child Protection Policy booklet that was given out at the VIRTUS training

Please note: If you do not complete the live VIRTUS Child Protection & Safe Environment class within 60 days of your VIRTUS live training, your VIRTUS account will be subject to inactivation/deletion. Should this situation occur, contact Jeanmarie at 301-530-1550.

*You will be notified when the ADW certifies you as fully compliant with the VIRTUS Child Protection & Safe Environment requirements.* ***You may not begin to volunteer nor work with children here at St. Jane Frances de Chantal Church until the ADW has certified you as fully VIRTUS-compliant.*** *Please contact Jeanmarie if you have any questions.*

*8/27/2019*