

Becoming Compliant with the VIRTUS CHILD PROTECTION and SAFE ENVIRONMENT POLICY of the Archdiocese of Washington

A checklist for **New Volunteers** at St. Jane de Chantal Church

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

REGISTER ON VIRTUS:

- Register as a “First-Time Registrant” at www.virtus.org
 - Choose **Washington, DC (Archdiocese)**
 - Choose **St. Jane Frances de Chantal (202) (Bethesda)**
 - Do NOT sign up under “St. Jane de Chantal School (Bethesda)”
 - Use your exact legal name as it appears on your ID documents and always use that name on VIRTUS
- While registering, you must read and agree to the **Pastoral Code of Conduct and Contact with Minors**
- While registering, follow directions to choose and schedule the required “**Protecting God’s Children for Adults**” VIRTUS training workshop and then attend; these workshops are currently online (8/21)

THE ADW VOLUNTEER APPLICATION:

- Complete the ADW **Volunteer Application**. This form is attached.
 - Must be completed, signed, and returned to Ana at the Parish Office, where it will be retained and stored
 - You may drop off the completed application or email or mail it to Ana.

THE ADW CHILD PROTECTION AND SAFE ENVIRONMENT POLICY HANDBOOK:

- At the required VIRTUS training, you will receive BOTH a **Certificate of Training Attendance** and the ADW **Child Protection and Safe Environment Policy handbook**:
 - Read the entire policy handbook, which is also available on the ADW website at <https://adw.org/wp-content/uploads/sites/2/2018/07/19Policy-ChildProtection-FINAL.pdf>
 - Complete and sign the **Employee/Volunteer section** of the **ACKNOWLEDGMENT (page 56, appendix E); a fillable pdf of page 56 is attached**
 - Complete and sign the **CODE OF CONDUCT signature page** of the handbook (**page 70**); **a fillable pdf of page 70 is attached**
 - **Return the signed ACKNOWLEDGMENT and CODE OF CONDUCT** handbook pages to Jeanmarie
 - **Provide a copy of your VIRTUS TRAINING ATTENDANCE CERTIFICATE** to Jeanmarie

FINGERPRINTING:

- Fingerprinting is required to complete the VIRTUS child protection certification requirements.
 - Go online to find a fingerprinting location in the Archdiocese of Washington and make an appointment
 - Confirm that **both State and Federal (FBI) screening** will be done

- Bring to your fingerprinting appointment:
 - The **Livescan Pre-Registration** fingerprinting application form; a fillable pdf is attached; complete only the Applicant and Agency Information sections at the top
 - This form contains the ADW Authorization Number needed by the fingerprinting agency to report your fingerprints correctly: this required Archdiocesan Authorization Number is **9000016616**
 - A valid form of government identification (driver's license, certificate of naturalization, passport, or military ID)
 - The fingerprinting fee, which varies from \$50 to \$75, depending on the location; ask about payment when you make your appointment
- Save the **fingerprinting receipt** and give it to Jeanmarie in the Parish Office for your VIRTUS file

VIRTUS FILE IN THE PARISH OFFICE:

- ☐ Bring, mail, or email a copy of the following required documents to Ana at the Parish Office, which is located in the basement of the rectory, across the parking lot from the church. Note that you must sign and date some of these documents:
 - The completed, signed, and dated ADW **Volunteer Application**
 - **One valid, state-issued photo identification with signature**; note that military IDs are not acceptable; the following **IDs are acceptable (as of 11/19)**:
 - Driver's license
 - U.S. passport or passport card
 - Alien registration card with photograph
 - State or federal employee ID with signature and photograph
 - Permanent resident card
 - Certificate of naturalization
 - The **Certificate of Training Attendance** from your VIRTUS training
 - The signed and dated **Acknowledgment (page 56)** from the Child Protection Policy handbook you received during VIRTUS training
 - The signed and dated **Code of Conduct (page 70)** from the same handbook
 - The receipt or acknowledgment of your fingerprinting

PLEASE NOTE:

You have 60 days from the time you registered on VIRTUS to be in compliance with all of these requirements; otherwise, your VIRTUS account will be subject to inactivation/deletion by the ADW. Should this situation occur, contact Ana at 301-530-1550.

*You will be notified when the ADW has recorded that you are fully compliant with these VIRTUS Child Protection and Safe Environment requirements. **You may NOT begin to volunteer nor work with children here at St. Jane de Chantal Church until these ADW VIRTUS records are complete, including the ADW's posting of your cleared fingerprinting status.***

Contact Ana Hernandez at parish.office@stjanedechantal.org or 301-530-1550 with any questions.

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