



ARCHDIOCESE OF WASHINGTON

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September, 2019

Dear Parents/Guardians:

The Archdiocese of Washington recently published its revised *Child Protection and Safe Environment Policies*, which are now available for review at <https://adw.org/wp-content/uploads/sites/2/2018/07/19Policy-ChildProtection-FINAL.pdf>. Much work has been put into these expanded policies which reflect both the most rigorous standards for child protection and additional comprehensive requirements for oversight of adult conduct.

As part of these updates, the Archdiocese of Washington now requires that all employees and volunteers in parishes who have contact with children or vulnerable adults – including all volunteers in schools, camps, daycare, aftercare or youth programs – must be fingerprinted. Electronic background checks will no longer be required for new volunteers, as fingerprinting will provide more comprehensive information and timely updates to ensure the archdiocese has all data necessary to ensure the highest level of protection and oversight. Those individuals who were previously cleared to volunteer should verify their status with their parish/school child protection compliance coordinator, particularly if they underwent the clearance process between September 2013 and July 2019, when fingerprinting was not utilized for all volunteers.

All new volunteers or employees, and those existing volunteers who now require fingerprinting, may go online to find a fingerprinting location in all areas of the Archdiocese of Washington. For Maryland, locations are collectively listed at: <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>. Individuals in the District of Columbia may visit any service that utilizes LiveScan, including one of the Maryland locations. We are aware of at least two LiveScan providers that operate District of Columbia locations: Metro Lab, (202) 234-1234; and Washington DC Fingerprinting, (202) 628-3716.

Before going for fingerprints, an individual must obtain the Archdiocese of Washington **identifier**, a specific number that must be provided at the location in order to ensure the results are electronically forwarded to the Office of Child Protection and Safe Environment. This authorization number may be obtained from the child protection coordinator at the parish/school and is required to ensure the results are received and properly recorded. It is also advisable to contact the fingerprinting location in advance to obtain an appointment and verify that the location will be able to transmit the results to the archdiocese for both a state and FBI search.

All parishes and schools must be in full compliance with this updated requirement for volunteers no later than January 31, 2020. Thank you in advance for your cooperation with these very important procedures.

In Christ,

William H. Ryan, III
Secretary for Catholic Schools