



ARCHDIOCESE OF WASHINGTON

CHILD PROTECTION AND SAFE ENVIRONMENT

Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782

Mailing Address: P.O. Box 29260, Washington, D.C. 20017

Phone: (301) 853-5328 Fax: (301) 853-7675

Email: Childprotection@adw.org

MEMORANDUM

To: All (Employees/Volunteers/Religious)

From: Office of Child Protection & Safe Environment

Re: Fingerprint Screening (Final Step)

For Fast and Accurate Service

- Bring a valid form of government identification. (Driver's license, Certification of Naturalization, Passport or Military Identification)
- Fill out and bring to fingerprinting center the [Livescan Pre-registration Application](#) for State and Federal criminal background check.
- Fee approximately \$40.00 - \$60.00 is required to submit, and process prints –Major credit cards and checks are accepted. Cash and money orders are not accepted at the State Operated Fingerprinting Centers.
- Provide fingerprint technician with the ADW authorization number: **9000016616**
If your part of the Preschool and Before/After Care Program ask to include the authorization number for the Office of Child Care for the county. Below are the county region authorization numbers.

1100000042 Region 4 (Prince George's Co.)

1100000053 Region 5 (Montgomery Co.)

1100000101 Region 10 (Calvert, Charles, St.

Mary's Co.)

Any question, please contact Andrea Salazar at (301) 853-5380 or via email at salazara@adw.org.