

VIRTUS Check List for Employees

Mail to: Archdiocese of Washington, Office of Child and Youth Protection, P.O. Box 29260, Washington, DC 20017-0260

Volunteer's Name: _____

Phone Numbers: _____ (H) _____ (C)

Appointment: Date _____ Time _____

ORIGINAL Signed Child Protection Policy Acknowledgement Form	
COPY of Two Forms of ID	

Save a copy of for their parish file:

COPY Signed Child Protection Policy Acknowledgement Form	
COPY of Check/Money Order	
COPY of Receipt	
COPY OF Training Certificate	

Acceptable ID (one must be a picture ID) includes: Driver's License, US Birth Certificate, US Passport or Passport Card, Unexpired Foreign Passport, Alien Registration Card with Photograph, US Military ID Card, Military discharge/separation papers, Social Security Card, State or Federal Employee Identification with signature and photo, Permanent Resident Card, and Certificate of Naturalization.