



# ARCHDIOCESE OF WASHINGTON

## **CHILD PROTECTION AND SAFE ENVIRONMENT**

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## MEMORANDUM

**To: All New Employee/Volunteer**

**From: Office of Child Protection & Safe Environment**

**Re: Fingerprint Screening (Final Step)**

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The Archdiocese of Washington utilizes a LiveScan automated Fingerprint Scanner. All fingerprint submissions will be conducted via electronic submission; in order to be employed/volunteer.

Fingerprints can be taken at any police station or any CJIS recommended fingerprinting provider. Visit the following link <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml> for Operated Fingerprinting Centers. Wherever you decide to go, please call to confirm a fingerprint technician is available and both State and FBI will be done using our ADW Authorization Number.

### **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](#).
- 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 number.

1100000016 Region 1 (Anne Arundel Co.)  
1100000020 Region 2 (Baltimore City)  
1100000031 Region 3 (Baltimore Co.)  
1100000042 Region 4 (Prince George's Co.)  
1100000053 Region 5 (Montgomery Co.)  
1100000064 Region 6 (Howard Co.)  
1100000075 Region 7 (Allegany, Garrett,  
Washington Co.)

1100000086 Region 8 (Caroline, Dorchester,  
Kent, Queen Anne's, Talbot Co.)  
1100000090 Region 9 (Somerset, Wicomico,  
Worcester Co.)  
1100000101 Region 10 (Calvert, Charles, St.  
Mary's Co.)  
1100000112 Region 11 (Cecil, Harford Co.)  
1100000123 Region 12 (Frederick Co.)  
1100000182 Region 13 (Carroll Co.)

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