**PA State Police Check – Retrieving Results:**

Screen 1: Enter info – the control number will be in the email you received.



Screen 2: Click on the highlighted ‘Control Number’ (see below red arrow)



Screen 3: Click ‘Certification Form’



The form will download to the bottom of your screen. Open the form, SAVE AS a PDF and email to [hr@misericordia.edu](mailto:hr@misericordia.edu)