



TRN Guidance

Teacher Reference Number support guide

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TRN Guidance and Support

Introduction

The Teacher Reference Number (TRN) is a unique 7-digit reference number. Previously, it has been known as QTS, GTC, DfE, DfES or DCSF and may include the letters “RP” and maybe the symbol “/”. **For our records, we only need the 7-digit number.** If your number is less than 7 digits, just enter the digits that you have.

You need to give us this TRN so that:

- we have your TRN on our database for our records
- complete mandatory DfE surveys as part of the NPQ programme
- download your official DfE certificate upon successful completion of your programme

I have a TRN but have forgotten it and/or want to check it

You can download a copy of your QTS certificate from the Teacher Services website:

<https://teacherservices.education.gov.uk/SelfService/Login>

If you prefer, you can contact the QTS team by email or telephone. You will need to provide the following details:

- Your full name
- Date of birth
- National Insurance Number
- Your email address
- The establishment where you undertook your initial teacher training

Phone on 0207 593 5394. Please state that you are undertaking a National Professional Qualification and require a clarification of your TRN.

Email at gts.enquiries@education.gov.uk

My details are correct, but I receive an error message when logging into the Teacher Services website

Your access to the website <https://teacherservices.education.gov.uk/SelfService/Login> may be blocked or in error for several reasons:

- Your account has been blocked for data protection / GDPR reasons.
- Your DOB has been registered incorrectly.
- You have married / changed your name since achieving your QTS.
- Your TRN is wrong (your TRN is not your DfE payroll number)

To resolve the above issues, you must contact QTS at qts.enquiries@education.gov.uk or 0207 593 5394

I have QTLS and not QTS, can I obtain a TRN?

Yes, you can. You will need to ask a representative from the school where you are teaching to contact Capita Teachers' Pensions to request that a Teacher Reference Number is allocated to you. Your employer should know how to do this via the Capita employer portal <https://www.teacherspensions.co.uk/>

I do not have a TRN, but I am working and living in England.

You will need to provide certain items of information, and confirmatory identification, so you can be allocated a TRN, including your National Insurance Number (if you have one), and proof of your identity, for example a:

- passport
- driving licence
- birth certificate
- UK work permit

Please commence the process of requesting your TRN here:

<https://authorise-access-to-a-teaching-record.education.gov.uk/request-trn>

Please enter your email address that you wish to sign up with and complete the registration process. You will be sent an email to activate your account once you have completed this step.

The Teaching Regulation Agency will use the information you provide to create a permanent record for you and allocate you a TRN. Any copies of personal identification documents you provide will be destroyed once your request is processed.

Information about the TRA processes your data is available at the teacher self-service site:

<https://www.gov.uk/guidance/teacher-self-service-portal>

If you have any problems requesting a TRN, please email the QTS team at qts.enquiries@education.gov.uk

I am based outside of England and do not have a TRN

You will need to provide certain items of information, and confirmatory identification, so you can be allocated a TRN, including your National Insurance Number (if you have one), and proof of your identity, for example:

- passport
- driving licence
- birth certificate
- UK work permit

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