



The Teacher Reference Number (TRN) is a unique reference number. If you have a TRN or are eligible to be assigned one:

- **Your NPQ provider will need your TRN for their records**
- **You will also need your TRN when you complete evaluation surveys for DfE**

Please use the guidance below if you are undertaking an NPQ and:

- You know you have a TRN but are unsure / want to check what it is, or
- Do not currently have a TRN and are working as a teacher / leader in England or living in England but not in a teaching / leadership role at present.

**I HAVE A TRN, BUT I'VE FORGOTTEN IT / WANT TO CHECK IT**

- If you don't know your TRN or want to check your TRN, you can contact the Teacher Qualifications helpdesk by:
  - 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](mailto:gts.enquiries@education.gov.uk). Please put the phrase 'Undertaking an NPQ and require TRN clarification' in the subject line.
  - in either case you'll need to provide any three of the following information types to have your TRN released to you:
    - Full name
    - Date of birth
    - National insurance number
    - Your email address
    - The establishment where you undertook your initial teacher training

**I DO NOT HAVE A TRN, I AM WORKING / LIVING IN ENGLAND AND ON AN NPQ PROGRAMME**

- If you know that you do not have a TRN, then please email the Teacher Qualifications helpdesk ([gts.enquiries@education.gov.uk](mailto:gts.enquiries@education.gov.uk)). Please put the phrase 'Undertaking an NPQ and require TRN clarification' in the subject line, state that you do not have a TRN and require one to be issued, and provide the following details:
  - Your full name
  - Your date of birth
  - An attached copy of one of the following forms of identification:
    - Passport
    - Driving license (full or provisional)
    - Certificate of residence
    - Birth certificate