

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

If you know that you do not have a TRN, then please email the Teaching Regulation Agency at gts.enquiries@education.gov.uk. The team aim to respond to valid email requests within 5 working days. You will need to provide certain items of information, and confirmatory identification, so we can allocate you a TRN. Please use the free Galaxkey secure email platform to ensure your identification documents are protected.

To send a secure email to the department, please go to the Galaxkey site:

<https://manager.galaxkey.com/services/registerme>

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. You will then be able to send secure emails to the Teaching Regulation Agency using Galaxkey.

The steps you need to take are outlined below:

External Galaxkey

- Select 'Compose' to start a secure email
- Enter gts.enquiries@education.gov.uk as the recipient
- Input the 'Subject' of the email as: Undertaking an NPQ, do not have a TRN and require a number to be issued.
- Please including the following information in your email:
 - o State you are undertaking an NPQ, do not have a TRN and require a number to be issued
 - o Your full legal name (we will use this to create a record for you)
 - o Your date of birth
 - o An email address for us to respond to you
 - o Attach a copy of one of the following types of identification as a file to accompany your submission. Please follow the restrictions on file size in the provided guidance:
 - Passport
 - Driving license (full or provisional)
 - Certificate of residence
 - Birth certificate

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>