

Change of details form

Fill in this form to keep your registration details up to date. Please complete all relevant sections in black ink and BLOCK CAPITALS.

The Register of teachers contains information pertinent to your job as a teacher, such as your name, contact address and school address. We aim to keep this information as up to date and accurate as possible. Please keep this form handy so you can advise us of any changes to your details as soon as they happen. Complete parts 1, 2 and 3 as necessary and then complete part 4.

1 Your name and title

If your name has changed you will need to complete the 'Change of name' form - **see over page**

2 Change of home address and contact details

Home address:

Postcode:

Contact telephone number:

Email:

3 Change of employment

If you have moved school, please provide us with the school name and postcode and the local authority (LA) area. In order to accurately identify the school we need the LA area, even if the school is not maintained by the LA. Please note, we only record employment in England.

Date when you started
your current teaching post:

I am currently:

Full-time

Part-time

My current teaching post is:

Teacher

Deputy Head

Head Teacher

Other, please state:

School or establishment name:

Address:

Postcode:

LA area:

If you would prefer us to contact you at your employment address rather than your home address, please put a cross in this box. Please do not use local authority or supply agency addresses as your contact address.

If you are a supply teacher please put a cross in one of these boxes:

Local authority supply (please enter your LA on the Local authority line above)

Other supply

4 Your Signature

As well as signing this form, please state your teacher reference number

Title:

Printed name:

Teacher reference number:

Signed:

Date of birth:

Date of signature:

Please send the completed form to: General Teaching Council for England, Victoria Square House, Victoria Square, Birmingham, B2 4AJ

Change of name

To change your name or correct a spelling error, you need to complete part A of this form and return it with a photocopy of the relevant document(s).

In all cases part B of this form must be completed by a teacher registered with the GTC. This teacher must know you but not be related to you. They must also sign the photocopy of the relevant document(s).

Please do not send original documents.

You only need to return this form with a certified photocopy of the relevant document(s).

The documents required as evidence of a name change are listed below.

Marriage: copy of your marriage certificate

Divorce: copy of your decree absolute and your birth certificate

Deed poll: copy of your deed poll

Civil partnership: copy of your civil agreement certificate

Statutory declaration: copy of the statutory declaration

A Teacher details

Former name	Title: <input type="text"/>	Forename(s): <input type="text"/>
		Surname: <input type="text"/>
New name	Title: <input type="text"/>	Forename(s): <input type="text"/>
		Surname: <input type="text"/>
Date of birth:	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>	Teacher reference number: <input type="text"/>
Signature: <input type="text"/>		Date of signature: <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>

B Witness declaration and certification of legal documentation

This section must be completed by a registered teacher who also needs to sign the copies of the relevant documents

Title: <input type="text"/>	Forename(s): <input type="text"/>
	Surname: <input type="text"/>
Teacher reference number: <input type="text"/>	Date of birth: <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>

Declaration

I certify that the teacher: (write full name of teacher)

has been known to me for: (years/months) /

I certify that all enclosed photocopies, as signed by me, are true copies of the original documents.

Witness signature: <input type="text"/>	Date of signature: <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>
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The General Teaching Council for England is a data controller under the terms of the Data Protection Act 1998. The information submitted on this form will be processed for the purposes necessary for the GTC to fulfil its remit and its legal obligations. The data will be shared with selected third parties who fulfil a service on behalf of and under the express instructions of the GTC. To view the full list of GTC data processing purposes, you may search the Data Protection Register at: www.informationcommissioner.gov.uk