**Request a copy of your personal learning record (PLR) by email**

You should email your completed form and supporting identification documents to lrs.support@education.gov.uk. We cannot accept forms sent by post.

 **Before you start**

Before you request a copy of your PLR, keep in mind that:

* it only records qualifications gained in England from 2012 onwards (2014 for Wales and 2015 for Northern Ireland)
* it only shows [qualifications that are regulated by Ofqual](https://www.gov.uk/find-a-regulated-qualification)
* qualifications that are not funded by the ESFA may not appear

We’ll process your request as quickly as possible, but it can take up to 1 month.

**Proof of identity**

You’ll need to send 2 proof of identification documents from the table below to verify your name, date of birth, and address, along with your completed form.

**Accepted proof of identity documents**

|  |  |
| --- | --- |
| **Proof of name and date of birth** | **Proof of address** |
| Current signed passport | Utility bill issued within the last 3 months |
| Original UK birth certificate (issued within 12 months of the date of birth in full form, including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces) | Local authority council tax bill for the current council tax year |
| EEA member state identity card (alternatively, you can use this as evidence of your address if it shows this) | Current UK driving licence (only if you’ve used a different document for your proof of name) |
| Current UK or EEA photo card driving licence | Bank, building society or credit union statement or passbook issued within the last 3 months |
| Full old-style driving licence | Original mortgage statement from a recognised lender issued for the last full year |
| Photographic registration cards for self-employed individuals in the construction industry – CIS4 | Solicitor’s letter confirming a recent house purchase or land registry confirmation of address |
| Benefit book or original notification letter from benefits agency | Council or housing association rent card or tenancy agreement for the current year |
| Firearms or shotgun certificate | Benefit book or original notification letter from Benefits Agency |
| Residence permit issued by the Home Office to EEA nationals on sight of their own country passport | Inland Revenue self-assessment or tax demand |
| National identity card bearing a photograph of the applicant | Electoral register entry |
|  | NHS medical card |
|  | Letter from your school, college and/or training provider on headed paper |

Once we’ve verified your identity and responded to your request, we’ll delete your identification documents.

**How to securely return your form by email**

We cannot accept forms sent by post or that are handwritten.

Send your completed form and documents by email to lrs.support@education.gov.uk within 14 days.

Make sure you encrypt and password protect all your documents before you send them. WinZip is an example of free, easy-to-use software for compressing files and encrypting sensitive data, but there are lots of others.

We’ll call you on the phone number you provide in the form to ask for the password for your identification documents.

**Do not include the password in your email.**

**Request a copy of your personal learning record (PLR) by email**

|  |
| --- |
| **We cannot accept handwritten forms.****Type your responses in the right-hand column.****Return by email to** **lrs.support@education.gov.uk****.** |

**Your details** (Fields marked with \* are mandatory.)

|  |  |
| --- | --- |
| \* Legal full name |  |
| \* Any names you’ve previously used(Please supply ID of the previous name & the name change) |  |
| \* Current address (including postcode) |  |
| \* Previous postcodes |  |
| \* Date of birth (use the format DD/MM/YYYY) |  |
| \* Email address |  |
| \* Mobile number |  |
| Unique learner number (ULN) if you know it |  |

**Why do you need a copy of your PLR?**

|  |  |
| --- | --- |
| To support a job application\* | [ ]  |
| To support a college or university application\* | [ ]  |
| To support a UCAS application | [ ]  |
| Other\*\* | [ ]  |
| \* Tell us which employer, college or university has asked for this information. |
| \*\* If you’ve chosen ‘Other’, briefly explain why you need to see your PLR. |

Proof of your name, date of birth and address

You’ll need to attach two documents from the list on the first page.

Use the fields below to tell us what you’ve attached.

|  |  |
| --- | --- |
| **\* Proof of your name and date of birth** |  |
| **\* Proof of your address** |  |

|  |  |
| --- | --- |
| We’re always looking to improve our service. Tick the box if you’re happy for one of our user researchers to email you. | [ ]  |

You should return your completed form and supporting documents by email to lrs.support@education.gov.uk.

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|  |  |
| --- | --- |
| Date of receipt |  |
| Internal reference |  |
| Authorised by |  | Date |  |
| Unique learner number |  |
| **Details for proof of identity** |
| Proof of name and date of birth |  |  Proof of address |  |
| Any additional notes |