

# Guidelines for Member Search & Member Print

## Member Search

The Department for Education and Teachers' Pensions are continually reviewing and strengthening our data privacy controls and to ensure we are compliant with UK General Data Protection Regulations (UK GDPR).

## What is Member Search

This function provides you with the opportunity to search for information on a member of the Teachers' Pension Scheme.

## Before you start searching for a member

It's important to make sure you have a default Data Centre set. If a Data Centre is not set, you may have issues downloading a member print.

## What do I need to search for a member?

You'll need one of the following combinations to search for a member:

- Teachers' Pensions Reference number and gender
- National Insurance Number and date of birth
- National Insurance and surname
- Surname and date of birth – this search will only return members with no previous service, and have a QQ (temporary) National Insurance Number.

You can narrow the search further by using the initial and forename fields. Entering data into all fields will return no results.

## What information do I have access to?

The information you have access to, will depend on whether the employee is a previous, existing or new employee:

### Previous employee

- If the member's a previous employee, you'll only see member data related to the period of employment within your establishment. You'll not be able to see any personal contact information.


### New employee who you haven't yet recorded on your MDC / MCR submission

- If the member's a new employee, you'll not be able to access the member print. Instead, the enhanced Member Search function will provide all the information you'll need to make your first MDC/MCR submission for that member.

### Existing employee



- If the member's an existing employee, you'll have access to all member data. You can edit a member's details by clicking on the magnifying glass icon on the record you've selected. You can also download the member print by clicking on the printer icon which is shown against the record you've selected.

This is how the new member search will look:

NI Number: 	<input type="text"/>	Surname:	<input type="text"/>
TP Reference Number:	<input type="text" value="0000000"/>	Date of Birth:	<input type="text"/>
Gender:	<input type="text" value="Female"/> ▼	Forename:	<input type="text"/>
Select a Data Centre (Mandatory)	<input type="text" value="TP0000000 Name of school/establishment"/> ▼		
<a href="#" style="background-color: #800040; color: white; padding: 5px 15px; text-decoration: none;">Find Member</a>			



Please ensure the correct member record is selected before proceeding.

Actions	MPO	Surname	First Name	Teachers' Pensions Reference Number	National Insurance Number	Date of Birth	Scheme Arrangement
		Smith	Bojenna	00/00000	AA000000	00/00/00	Transitional
Opting Status				Opting Status			
IN				Y			

## Need more information?

If you've any questions or need more information on this function then please [contact us](#).