



# Practising Certificate Portal Guide

## Step 1 – Where to access the Portal

To access the Portal, please click this [LINK](#)

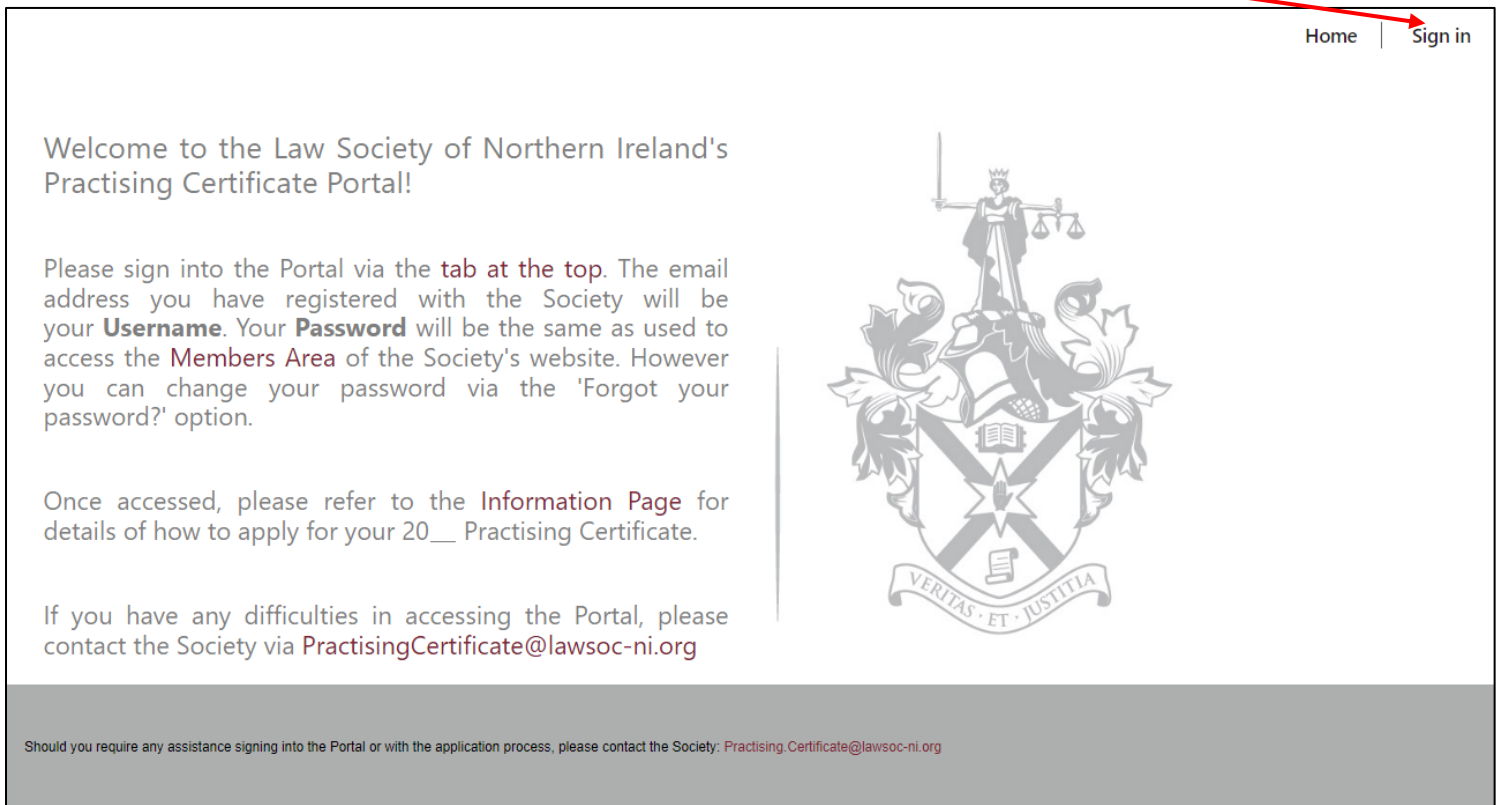
Or

You can copy and paste the following URL into your browser:

<https://lawsoc-ni.powerappsportals.com>

## Step 2 – Signing into the Portal

Once accessed, you may sign into the Portal via the 'Sign in' tab at the top of the landing page




Home | **Sign in**

Welcome to the Law Society of Northern Ireland's Practising Certificate Portal!

Please sign into the Portal via the **tab at the top**. The email address you have registered with the Society will be your **Username**. Your **Password** will be the same as used to access the **Members Area** of the Society's website. However you can change your password via the 'Forgot your password?' option.

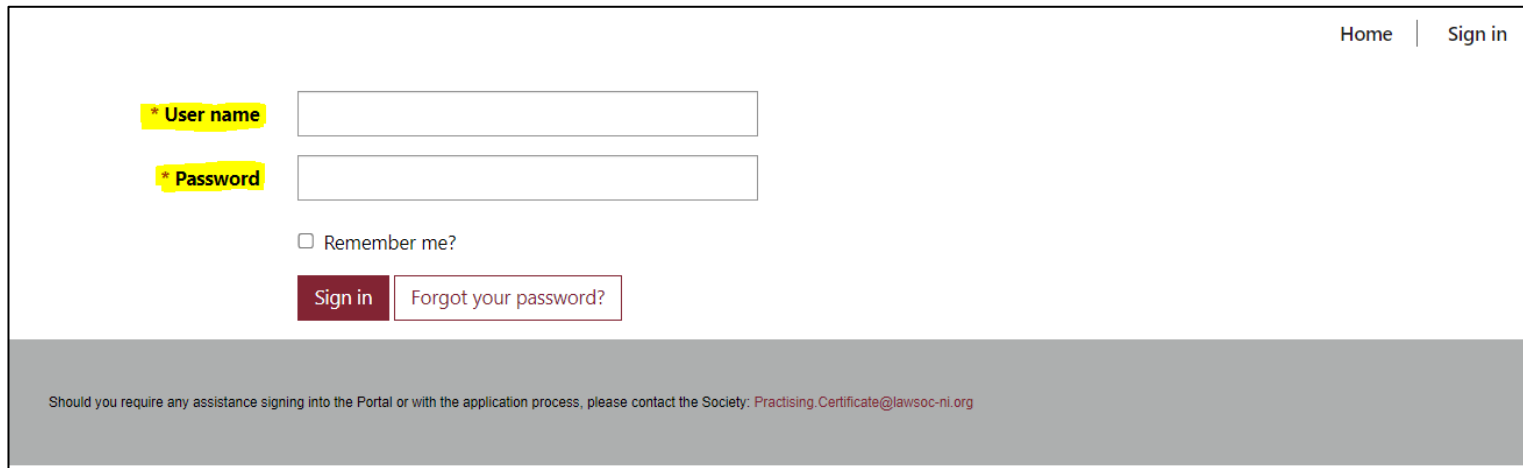
Once accessed, please refer to the **Information Page** for details of how to apply for your 20\_\_ Practising Certificate.

If you have any difficulties in accessing the Portal, please contact the Society via [PractisingCertificate@lawsoc-ni.org](mailto:PractisingCertificate@lawsoc-ni.org)



Should you require any assistance signing into the Portal or with the application process, please contact the Society: [Practising.Certificate@lawsoc-ni.org](mailto:Practising.Certificate@lawsoc-ni.org)

You will then be asked to enter a **User name** and **Password**.



Home | Sign in

\* **User name**

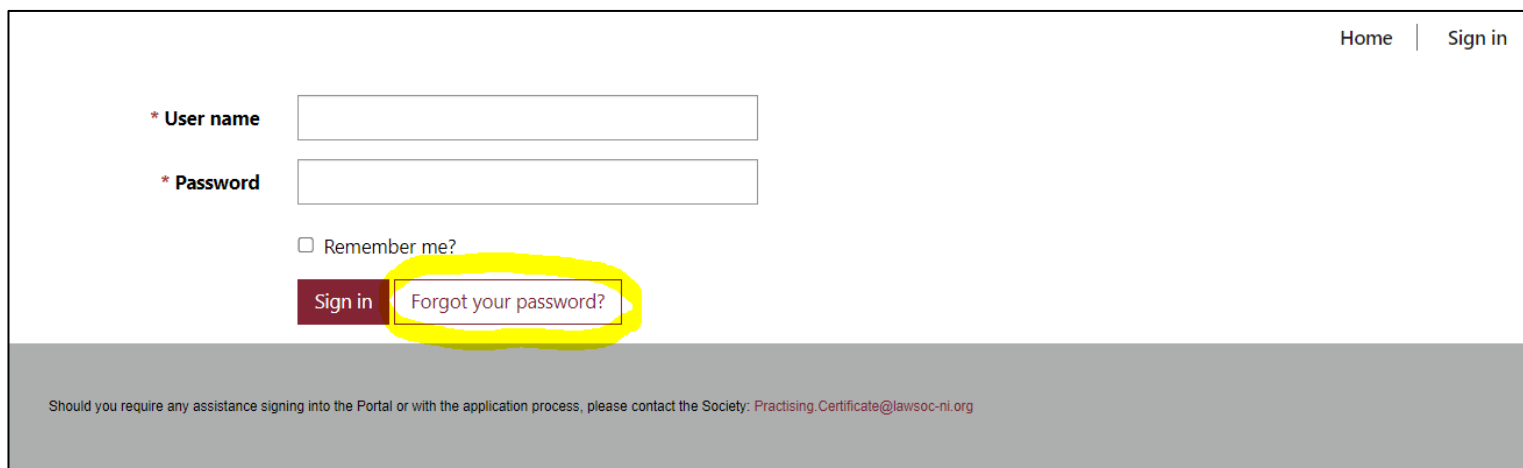
\* **Password**

Remember me?

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Your **User name** will be the Primary Email address the Society has recorded for you on the Society's records. If you are unsure of what email address this may be, please contact [records@lawsoc-ni.org](mailto:records@lawsoc-ni.org) to confirm.

You **Password** will be the one that you currently use to access the Members Area of the Society's Website. If you are unsure of what this is, you can select the 'Forgot your password?' option, where you will be asked to enter your email address to request a password reset.



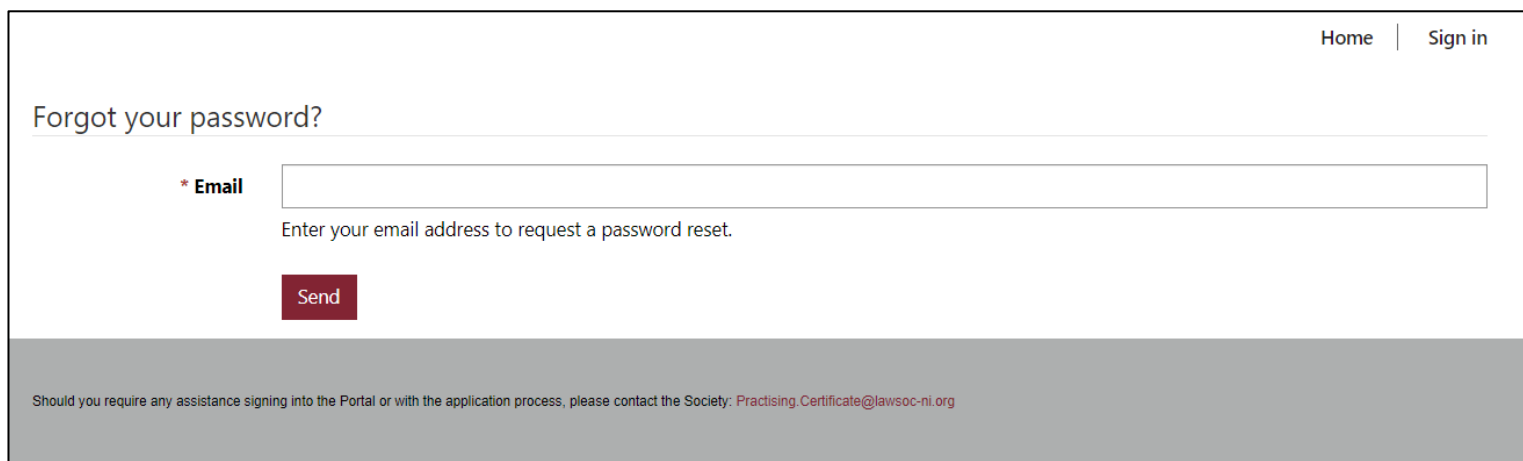
Home | Sign in

\* **User name**

\* **Password**

Remember me?

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Home | Sign in

### Forgot your password?

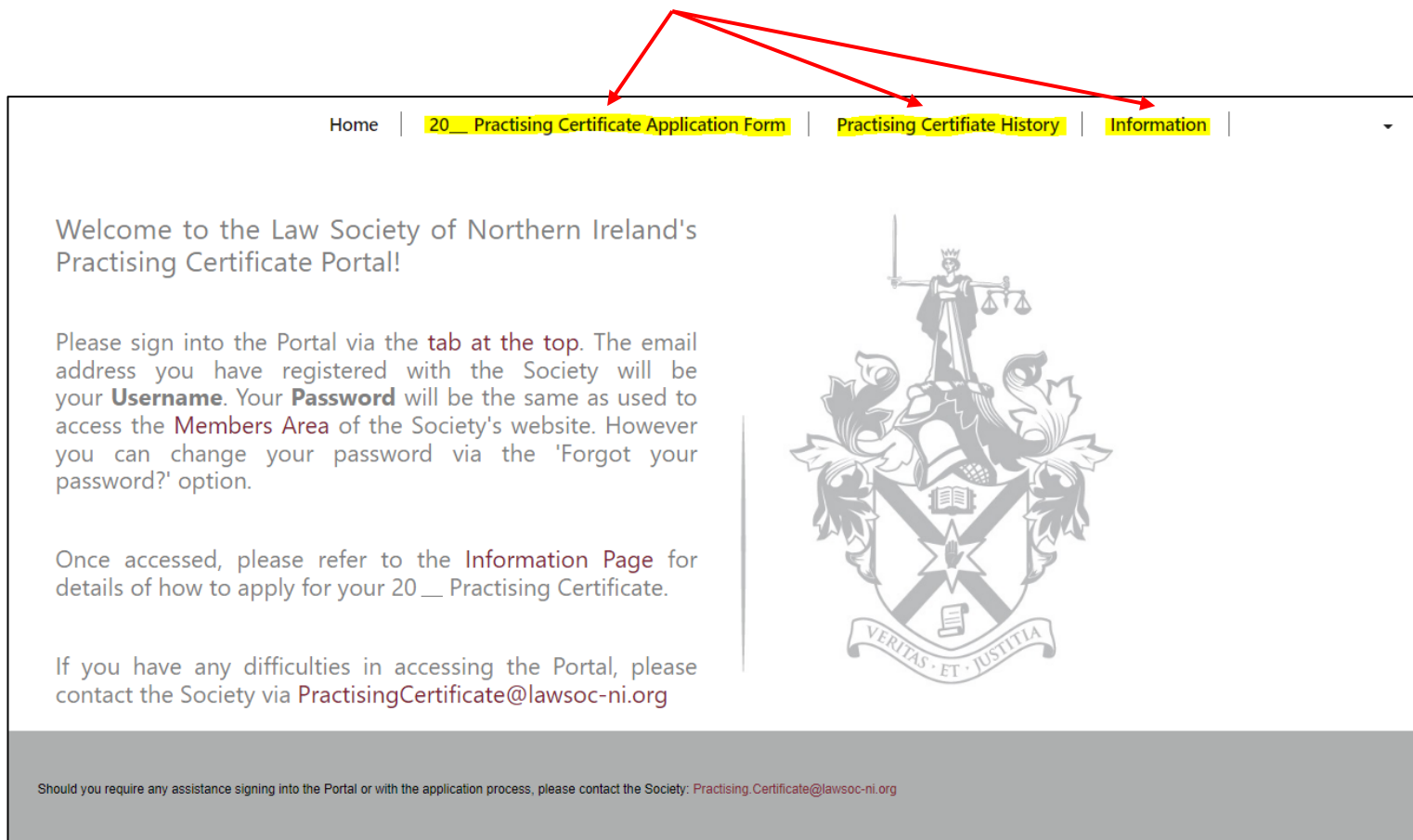
\* **Email**

Enter your email address to request a password reset.

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## Step 3 – Navigation of Tabs & Application Form

Once you have successfully signed in you will be taken back to the landing page where you will note some new tabs are present at the top.




Home | [20\\_\\_ Practising Certificate Application Form](#) | [Practising Certificate History](#) | [Information](#) |

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The [Information tab](#) will provide you with all details surrounding the Practising Certificate Application process, how to pay and what other requirements there are as well as some FAQs which you may find helpful.

The [Practising Certificate History](#) tab will display details of all previous Practising Certificate applications you will have made in previous years.

The [Practising Certificate Application Form](#) tab will take you to the online application form.

PRACTISING CERTIFICATE APPLICATION FORM FOR PRACTISING YEAR ENDING 5TH JANUARY 20	
Guidance Notes are provided below on the right hand side to assist with completing this form, however should you require further assistance please refer to the <a href="#">Information Page</a> or contact the Society directly: <a href="mailto:PractisingCertificate@lawsoc-ni.org">PractisingCertificate@lawsoc-ni.org</a>	
<b>FORM PCR1A</b>	<b>GUIDANCE NOTES</b>
<b>Practising Details</b>	
<b>Full Name *</b>	
<input type="text"/>	
<b>Firm *</b>	
<input type="text"/>	
<b>Firm/Organisation Ref</b>	
<input type="text"/>	
<b>Roll No</b>	
<input type="text"/>	
<b>LSNI Status</b>	
<input type="text"/>	
<b>Primary Address 1</b>	
<input type="text"/>	
<b>Primary Address 2</b>	
<input type="text"/>	
<b>Primary Address 3</b>	
<input type="text"/>	
<b>Primary Town/City</b>	
<input type="text"/>	
<b>Primary Postcode</b>	
<input type="text"/>	
<b>Employed Full-Time/Part-Time</b>	
<input checked="" type="radio"/> F <input type="radio"/> P	
<b>Practising Details Confirmed</b>	
<input checked="" type="radio"/> No <input type="radio"/> Yes	
<b>* Practising Details Confirmed: Please contact the Society to update your contact details</b>	
<b>Personal Details</b>	
<b>Personal Address 1</b>	
<input type="text"/>	
<b>Personal Address 2</b>	
<input type="text"/>	
	<b>Full-Time/Part-Time</b>
	This response is referential for the Society where you may apply for a rebate of your Practising Certificate fees. A Solicitor is deemed Part-Time where they work not more than 20 hours per week.
	<b>Practising Details</b>
	If any of the details the Society records for you in this form are incorrect, please contact <a href="mailto:records@lawsoc-ni.org">records@lawsoc-ni.org</a> to update your Practising Details accordingly.
	<b>Personal Details</b>
	Please provide your Personal Details pursuant to Regulation 23(e) of the Solicitors' Practice Regulations (NI) 1987.

On the left-hand side of the form, you may enter responses and details as applicable within the various sections. The right-hand side will contain guidance to assist and provide further information as you go through the form.

Once all relevant sections on the form have been completed and you are ready to submit the form, select the 'Apply' button at the bottom.

<p>Remittance (£)</p> <p><b>Certificate Fee</b></p> <p>—</p> <p><b>Compensation Fund</b></p> <p>—</p> <p><b>Contribute towards the Benevolent Fund</b></p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p><b>Benevolent Fund</b></p> <p>100</p> <p><b>Member Total</b></p> <p>—</p> <p><b>Declaration</b></p> <p><b>I hereby declare that all details recorded in this application are correct *</b></p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>	<p><b>Remittance</b></p> <p>There are currently — methods to pay your Practising Certificate fees as quoted in the total on this form:</p> <p>—</p> <p>—</p> <p>—</p> <p>PLEASE ENSURE CORRECT PAYMENT REFERENCE IS USED WHEN ARRANGING PAYMENT. Details of correct Payment to be used can be found within the Information Page.</p> <p><b>Benevolent Fund</b></p> <p>The Society requests that Solicitors who apply for a Practising Certificate make a voluntary Contribution of £100.00 towards the Solicitors' Benevolent Fund. If you wish to contribute towards the Benevolent Fund, please indicate accordingly.</p>
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**Apply**

Should you require any assistance signing into the Portal or with the application process, please contact the Society: [Practising.Certificate@lawsoc-ni.org](mailto:Practising.Certificate@lawsoc-ni.org)

## Step 4 – Successful Submission

When you have submitted your online Application Form, you will be taken to a Successful Submission Page. This will confirm receipt of your application and advise next steps to complete your application. You will also receive an email receipt, further confirming successful submission of your application.

Thank you for submitting your Application Form!

The Society will process your application in due course, if there are any issues concerning your submission the Society will contact you directly.

You will also receive an email confirming receipt of your submission. Please retain this email for future reference.

**Please now action payment of your Practising Certificate fees.** The amount due is detailed below:

### Remittance Details

Solicitor	Roll No	Firm/Organisation Ref (Firm)	Certificate Fee	Compensation Fund	Benevolent Fund	Member Total
There are no records to display.						

### Payment of Remittance Options

Please refer to the [Information Page](#) for further details of how to action payment, including the **appropriate reference format** to use when arranging payment.



Bank Transfer



Credit/Debit Card



Direct Debit Scheme

The final step to complete your application is to arrange payment of your fees. Further details of how to action payment may be found within the [Information Page](#) of the Portal.