



Law Society
of Northern Ireland

Admission FAQs 2025

When does the application for admission open?

Your two-year Indentures (training contract) will have commenced on 4th September 2023 and therefore your last day in-office will be 4th September 2025.

You will be eligible to apply for admission to the Roll of Solicitors in Northern Ireland (“the Roll”) from **Friday 5th September 2025** and the online application form will open at 9am (UK time) on this date.

What information will I need to provide as part of my application for admission?

As part of your online application for admission you will be asked to supply the following information and therefore should be prepared to provide:

- Personal Details i.e. title, legal name and date of birth. If your name has changed since the point of registration you will be asked to upload evidence of same;
- Contact Details i.e. postal address, contact tel. number and preferred email address;
- Name of your most recent Master and organisation;
- Details of any transfers of apprenticeship, including the names of all Masters to whom you served under Indentures, the organisations in which you trained and the precise dates that you were with each Master;
- Details on your intentions post-admission, including your employer;
- Clear scans of your signed and dated affidavits of Solicitor and Apprentice

Please note that hard copy papers should NOT be lodged or posted to the Society unless expressly requested.

What if I am intending to take a career break?

It is at your discretion as to whether you apply for admission, but it is recommended that even if you are intending to take a career break or other period of absence from practice that you apply when invited to do so.

Should you choose not to avail of admission when invited and then contact the Society in the future to request admission, your application may need to be considered by the Registrar of Solicitors, Council and/or Education Committee.

How long does the process of admission take?

The process of admission is completed in stages which culminates in your official Certificate of Admission being hand-signed by the Lady Chief Justice for Northern Ireland, The Right Honourable Dame Siobhan Keegan, and Registrar of Solicitors, Mr David A Lavery CB.

We endeavour to process applications for admission as quickly as possible but do advise that the process may take between 2 to 3 weeks for a complete application to be processed.

Should your application be incomplete or further information need to be sought, this may delay your admission beyond this timescale.

When will I receive my Practising Certificate (PC) or Professional Indemnity Insurance (PII)?

Your PC and PII are administered by a separate department of the Society and as such the Admissions Officer cannot advise on any specific questions you may have about the application process.

At the point at which we confirm your admission, you will be advised on the next steps in respect of applying for your PC and PII, including the contact details of the relevant department.

You may only apply for your PC and/or PII once you have been formally admitted to the Roll and have received your Roll number.

What if I transferred my apprenticeship during my training?

If you transferred your apprenticeship during the currency of your training you will be asked to confirm via the online form the specifics of each transfer, including the names of your Masters, the organisation names and the exact dates you served each Master under Indentures. You may also avail of the Affidavit of Apprentice (Multiple Masters) template, further details below.

How do I complete the Affidavits?

You can find the affidavit templates for download as part of the Admission Pack on the Society website [HERE](#) whilst examples of completed affidavits can be found at the end of this FAQs document. Please note for those trainees who transferred Master during their training, there is the option to use the Affidavit of Apprentice (Multiple Masters) template in order to collate their training into one document.

An individual Affidavit of Solicitor must be completed for each Master and cannot be collated onto one document.

Each affidavit must be sworn before a Commissioner for Oaths. See also Art 76(1) Solicitors (Northern Ireland) Order 1976, "...every solicitor who holds a practising certificate which is in force shall have all the powers conferred by any enactment on a commissioner for oaths...").

It is IMPORTANT to note the following:

- The affidavits **cannot be sworn on OR before** 4th September 2025. If an uploaded affidavit has been sworn on before this date your admission will be delayed and you will be asked to supply a freshly sworn document. The only exception to this is for those trainees who have previously transferred their apprenticeship and who have submitted an affidavit of Solicitor to cover a previous period of Indentures with a Master.
- The Affidavits must **not** be sworn before your Master or another solicitor based in the organisation in which you completed your training.

What is the Admission Ceremony and how do I register?

The Admission Ceremony takes place in the February following the completion of your Indentures. The Ceremony is a celebration of your achievements and a formal recognition of your admission as a solicitor of the Court of Judicature for Northern Ireland. The event opens with a welcome reception for you and your guests and is followed by the presentation of the admission certificate by the Lady Chief Justice for Northern Ireland and the Society's President to each newly qualified solicitor.

Following the formal Ceremony, you and your classmates will be invited to take official group photographs with the Lady Chief Justice and President of the Society. Your guests are invited to partake of refreshments until the photos are complete at which point you may join them and enjoy mixing with your classmates, guests, Masters and members of the stage party.

We will send a Save the Date email later in the year and will formally invite all newly qualified solicitors to the Admission Ceremony in January 2026 to register tickets for you and your guests.

Affidavit of Solicitor

KEY (Do not amend):

- (1) FULL NAME OF APPRENTICE IN BLOCK LETTERS
- (2) FULL NAME OF MASTER IN BLOCK LETTERS
- (3) BUSINESS ADDRESS IN BLOCK LETTERS

In the matter of **(1) JAMES JOYCE** seeking to be admitted as a solicitor of the Court of Judicature of Northern Ireland and in the matter of the Solicitors (Northern Ireland) Order 1976 (as amended):

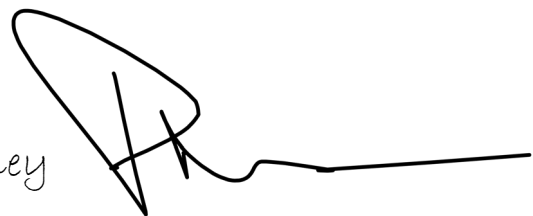
I, **(2) JANE SMITH** of **(3) SMITH SOLICITORS LLP** in the County of **DOWN** Solicitor make oath and say:

1. That **(1) JAMES JOYCE** who now seeks to be admitted as solicitor of the Court of Judicature of Northern Ireland has been bound to me under Contract of Apprenticeship and has served me as an Apprentice in a proper and satisfactory manner during the period from the 4th day of September in the year 2023 to the 4th day of September in the year 2025, absences for authorised courses of education, other authorised leave and holidays only excepted.
2. During that said period the said **(1) JAMES JOYCE** has not absented themselves from service as my Apprentice otherwise than for the purpose of attending authorised lectures or authorised courses of lectures or any other authorised leave or for normal holidays.

SWORN at High Street Solicitors
In the County of Antrim
this day of 5th September 2025
before me
a solicitor empowered to administer Oaths


Jane Smith

Paul McCartney
Solicitor



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Affidavit of Apprentice

KEY:

- (1) FULL NAME OF APPRENTICE IN BLOCK LETTERS**
- (2) BUSINESS ADDRESS IN BLOCK LETTERS**
- (3) FULL NAME OF MASTER IN BLOCK LETTERS**

In the matter of **(1) JAMES JOYCE** seeking to be admitted as a solicitor of the Court of Judicature of Northern Ireland and in the matter of the Solicitors (Northern Ireland) Order 1976 (as amended):

I, **(1) JAMES JOYCE** of **(2) SMITH SOLICITORS LLP** in the County of DOWN make oath and say:

1. That I have served as an apprentice to **(3) JANE SMITH** under Contract of Apprenticeship in a proper and satisfactory manner during the period from the 4th day of September in the year 2023 to the 4th day of September in the year 2025, absences for authorised courses of education, other authorised leave and holidays only excepted.
2. During that said period I have not absented myself from service as an Apprentice otherwise than for the purpose of attending authorised lectures or authorised courses of lectures or any other authorised leave or for normal holidays.
3. That I have not been guilty of any conduct, act or omission which if committed by a solicitor, would render such a solicitor liable to disciplinary proceedings under the Solicitors (NI) Order 1976 (as amended) nor been convicted of any criminal offence* whatsoever/other than the following:

SWORN at

In the County of

this day of

before me

a solicitor empowered to administer Oaths

Main Street Solicitors

Antrim

10th September 2025

James Joyce

*John Lennon
Solicitor*

*It should be noted that the provisions of the Rehabilitation of Offenders (NI) Order do not extend to applications for admission as a solicitor.

Affidavit of Apprentice

KEY:

(1) FULL NAME OF APPRENTICE IN BLOCK LETTERS

(2) BUSINESS ADDRESS IN BLOCK LETTERS

(3) FULL NAME OF MASTER IN BLOCK LETTERS

In the matter of (1) JENNY JONES seeking to be admitted as a solicitor of the Court of Judicature of Northern Ireland and in the matter of the Solicitors (Northern Ireland) Order 1976 (as amended):

I, (1) JENNY JONES of (2) STARR & CO SOLICITORS in the County of ARMAGH make oath and say:

1. That I have served as an apprentice to (3) RACHEL McDAID under Contract of Apprenticeship in a proper and satisfactory manner during the period from the 4th day of September in the year 2023 to the 13th day of December in the year 2024, absences for authorised courses of education, other authorised leave and holidays only excepted.
2. That I have served as an apprentice to (3) RICHARD STARR under Contract of Apprenticeship in a proper and satisfactory manner during the period from 16th day of December in the year 2024 to 4th day of September in the year 2025, absences for authorised courses of education, other authorised leave and holidays only excepted.
3. During that said period I have not absented myself from service as an Apprentice otherwise than for the purpose of attending authorised lectures or authorised courses of lectures or any other authorised leave or for normal holidays.
4. That I have not been guilty of any conduct, act or omission which if committed by a solicitor, would render such a solicitor liable to disciplinary proceedings under the Solicitors (NI) Order 1976 (as amended) nor been convicted of any criminal offence* whatsoever/other than the following:

SWORN at *Laganside Courts, Belfast*
the County of *Antrim*
this day of *5th September 2025*
before me
a solicitor empowered to administer Oaths


Paul Hewson
Solicitor


Jenny Jones

**It should be noted that the provisions of the Rehabilitation of Offenders (NI) Order do not extend to applications for admission as a solicitor.*