

AIS (Approved Instructor System) Guidance on logging in and renewing your Licence

- Go to nidirect page 'Apply to become an ADI or AMI online' – link to page: <https://www.nidirect.gov.uk/services/apply-become-adi-or-ami-online>
- Click on green button 'Apply to become an ADI or AMI online' on page.

Home

News

Contacts

Help

Apply to become an ADI or AMI online

The quickest and easiest way to become an Approved Driving Instructor (ADI) or Approved Motorcycle Instructor (AMI) is to apply online. You can also renew your ADI or AMI licence online.

Before you start

You can find out more about the process of how to become an ADI or AMI at:

- [How to become an Approved Driving Instructor \(ADI\)](#)
- [How to become an Approved Motorcycle Instructor \(AMI\)](#)

To book an Approved Driving Instructor or Approved Motorcycle Instructor test appointment, or to transfer your existing ADI/ AMI licence you will need your:

- nidirect account login details - for more details see: [Identity assurance](#)
- driving licence number
- date of birth
- payment method

To renew your ADI or AMI licence, login using the link below.

Apply to become an ADI or AMI online  

- On the next screen click on 'Login'.

nidirect

HomeLog in

Approved Instructor System

BETA This is a new service – your [feedback](#) will help DVA to improve it.

Becoming an Approved Driving Instructor (ADI)

[Close all](#)

[Check if you can become an instructor or transfer an existing licence](#)



[nidirect account registration](#)

[Login](#)

Becoming an Approved Motorcycle Instructor (AMI)

[Open all](#)

[Check if you can become an instructor or transfer an existing licence](#)



- You will need to have an existing nidirect account to log in and use the service. If you don't have an nidirect account click on the grey button 'Create account' and follow the instructions on screen. When creating an account you may be asked to upload a photograph or ID documents to verify your identity.



Do you have an nidirect account?

 This is the nidirect account management service.

Your nidirect account will allow you to access online government services in Northern Ireland.

For more information visit [nidirect](#)

Email address

Password

Sign in

Create account

[I've forgotten my password](#)

[Manage my account details](#)

- If you have an nidirect account enter the email address and password of the account and click the green button 'Sign in'.

Do you have an nidirect account?



This is the nidirect account management service.

Your nidirect account will allow you to access online government services in Northern Ireland.

For more information visit [nidirect](#)

Email address

Password

 [Sign in](#)[Create account](#)

[I've forgotten my password](#)

[Manage my account details](#)

- When logging into the AIS website for the first time you will be asked how you want to receive your security code. Choose an option and click 'Submit'. You will receive a new security code each time you attempt to log into AIS and you'll be asked to enter this security code to successfully log in.

Multi-factor authentication

How do you want to receive your security code?

--- Select ---

--- Select ---

Email

SMS

Authenticator app

Multi-factor authentication

How do you want to receive your security code?

Mobile number

- Enter the security code received into the security code field and click submit.

Multi-factor authentication

Check your phone

To improve the security, we have introduced a two step verification via SMS. You will shortly receive a security code within an SMS message. Please enter the security code in the box below to continue.

Security code

[Did not receive a text message?](#)

- Once you have successfully logged into the system click on the green button on the home page 'Link my licences'.

Approved Instructor System

BETAThis is a new service – your [feedback](#) will help DVA to improve it.

Approved Instructor System

From this page you can manage your approved instructor system (AIS) application.

If you have an existing ADI/ AMI licence or in progress application that is not shown below, continue to link your existing licences:

[Link my licences >](#)[Open all](#)

Becoming an Approved Driving Instructor (ADI)

Step one: Take the theory test (ADI part 1)

–

[Apply for ADI theory test](#)**Step two: Take the driving ability test (ADI part 2) -- not started**

+

Step three: Take the instructional ability test (ADI part 3) -- not started

+

Step four: Register and start working as an instructor -- not started

+

Becoming an Approved Motorcycle Instructor (AMI)

Step one: Take the theory test (AMI part 1)

–

[Apply for AMI theory test](#)**Step two: Take the driving ability test (AMI part 2) -- not started**

+

Step three: Take the instructional ability test (AMI part 3) -- not started

+

Step four: Register and start working as an instructor -- not started

+

- Enter your 8-digit ordinary driving licence number into the field and click the green 'Link' button. Your details held on nidirect must match the details held on your driving licence for this match to be successful.

nidirect

HomeMessagesApplicationsLicencesJC ▾

Approved Instructor System

BETA This is a new service – your [feedback](#) will help DVA to improve it.

Link my driving licence and associated AIS licences

Enter your driving licence number. Your details held on nidirect must match the details held for your driving licence for this match to be successful.

* Needed field

* Driving licence number

Link

Cancel

- If this match is successful a confirmation screen will show.

nidirect

HomeMessagesApplicationsLicencesJC ▾

Approved Instructor System

BETA This is a new service – your [feedback](#) will help DVA to improve it.

Confirmation

Your driving licence and any associated AIS licences have been successfully linked to your account.

My licences

- Options will then appear on the home screen to manage your ADI/AMI licence.

Approved Instructor System

From this page you can manage your approved instructor system (AIS) application.

Close all

Manage your Approved Driving Instructor (ADI) Licence (10078) —

View Licence

Renew Licence

Review your Registration Info

Manage/View Trainees

- There will be a ‘Messages’ option at the top of the screen. If you click on ‘Messages’ you will be able to view any messages sent from DVA. You can compose and send a message to DVA by clicking the green ‘Send new message’ button.

nidirect

Home

Messages 11

Applications

Licences

AAAAAAA ▾

Approved Instructor System

BETA This is a new service – your feedback will help DVA to improve it.

Messages

Send new message

Sender	Date	Subject	Deadline	
DVA	27 June 2023 16:56	Approved driving instructor licence duplicate application submitted		View
DVA	27 June 2023 16:54	Approved Driving Instructor duplicate application		View
DVA	27 June 2023 10:21	Trainee application for supervision		View
DVA	27 June 2023	Trainee application for supervision	2 July	View

- If you click on the 'Applications' section from the options at the top of screen, you can view the status of recent applications submitted to the DVA.

[Home](#)
[Messages 11](#)
[Applications](#)
[Licences](#)
[AAAAAAA ▾](#)

Approved Instructor System

BETA

This is a new service – your [feedback](#) will help DVA to improve it.

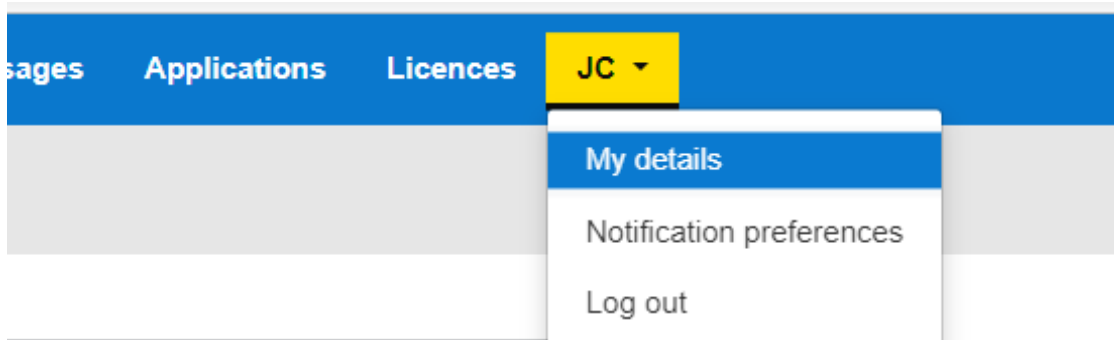
Applications

* Needed field

Quick search

Application ID	Application type	Status	Licence number	Date submitted	
	Approved Driving Instructor renewal application	In progress	0		Resume
ADID- [REDACTED]	Approved Driving Instructor duplicate application	Submitted	[REDACTED]	27 June 2023	Show
ADIR- [REDACTED]	Approved Driving Instructor renewal application	Application Rejected	[REDACTED]	26 June 2023	Show

- If you are having difficulty linking your ordinary driving licence to your account, it may be because your nidirect details and ordinary driving licence details don't match. Surname, date of birth, and postcode details on nidirect and your driving licence must exactly match for the linking to be successful.
- If you wish to check your nidirect details you can click on your name at the top right corner of the screen and click on 'My details' from the dropdown options.



- You will then be able to view your nidirect details.

My details

Your identity has been validated by NI Direct and the following details will be used for DVA services that require a confirmed identity.

If you do not wish to use these details you must return to the NI Direct identity service and update your details before using any DVA online services that requires your identity as an individual to be established by NI Direct. In this case select the "Back" button below to return to the DVA homepage.

Title	Mr	Driving Licence
Surname	Denton	Driving Licence
Middle names		
Forename	JC	Driving Licence
Address	BALLYDUFF, TEST STREET, TEST TOWN, NORTHERN IRELAND, BT1 1AA	Driving Licence
Email	jcdenton@something.com	NIDA
Telephone number	01234567890	Driving Licence
Date of birth	7 July 1988	Driving Licence

[Edit details](#) [Back](#)

- If you wish to change any of these nidirect details use the following link:

<https://www.nidirect.gov.uk/services/identity-assurance-manage-your-account>

- Then click on the green button 'Manage my account details'. You will be required to sign in and enter a security code.

[Home](#) [News](#) [Contacts](#) [Help](#)

Identity assurance - manage your account

Access and make changes to your existing nidirect account.

Before you start

The Northern Ireland Identity Assurance (NIDA) service allows you to verify your identity for using government services online. Find out more about identity assurance:

- [Identity assurance](#)

Privacy notice

Find out how any personal information you give when using this service will be managed by viewing this [privacy notice](#) .

Manage my account details  **>**

Do you have an nidirect account?

! This is the nidirect account management service.

Your nidirect account will allow you to access online government services in Northern Ireland.

For more information visit [nidirect](#)

Email address

Password

 [Sign in](#)[Create account](#)

[I've forgotten my password](#)

[Manage my account details](#)

Multi-factor authentication

Check your phone

To improve the security, we have introduced a two step verification via SMS. You will shortly receive a security code within an SMS message. Please enter the security code in the box below to continue.

Security code

[Submit](#)[Cancel](#)[Resend security code](#)

[Did not receive a text message?](#)

- You will then have the option to change your nidirect personal details, such as address or surname. Click on the blue link 'Personal details' to view name, date of birth, and address. To change these details, click on the green button 'Change personal details'. You may be asked to upload a photograph or ID documents to verify your identity.

Manage your nidirect account

It is important to keep your account details up to date.

This saves time when using nidirect services and ensures we hold the correct information about you.

Some changes may need email activation or require you to reconfirm your identity.

Links

[Personal details](#)

[Email address](#)

[Multi-factor authentication](#)

Personal details

Your identity was last verified at an identity verification centre on 28/06/2023.

Name

JC Denton

Date of birth

7 July 1988

Address

1 Something
Belfast
NORTHERN IRELAND
BT1 1AA

Changing your personal details

You will need to reconfirm your identity if you make a change to your first name, last name or any address field. You can add or change middle name/s and your contact number without needing to reconfirm your identity.

If you wish to change the email address used for your account, you can do this at any time using the Email address link. This will require you to activate your new login by clicking a link sent to your new email address.

You may lose access to some services until you confirm your identity.

[Change personal details](#)

- Once nidirect details and driving licence details match you should be able to return to the AIS home page and link your licence successfully.