

Filling out forms online

More and more goods and services are becoming accessible online. This includes government services, like booking an MOT, or applying for benefits. Many services are available through the NI government website: www.nidirect.gov.uk

This image is from the NI Direct website. On this website you will find information relating to benefits, health, motoring, pensions, citizens' rights, justice, education and much more.



Here are a few of the things you can do online:

- Book your MOT test or your driving test
- Take an official practice theory test
- Check if you have won a Premium Bond prize
- Search the 1901 and 1911 census of Ireland
- Order a birth certificate
- Check the latest updates on traffic and weather
- Find out about Universal Credit and other benefits

[Book an MOT/vehicle test online](#)

Click on the link to access the online form

The online form will look like this. You have to select your vehicle type by clicking in the correct circle - these circles are called radio buttons, and you can only have one selected at a time

Entering text

When you want to type information into an online form the first thing you have to do is tell the computer where you want to start typing.

Move your mouse until the arrow on the screen is "in" the box you wish to start typing in. Your arrow will change to an "I beam". It is called this because it looks like a capital I.

When you click in the box a second "I beam" will appear in the box. This "I beam" will be flashing. This means you are ready to start typing. Any keys you press on the keyboard will appear just before this "I beam".

Text box – you have to type in this using the keyboard

When you have finished typing the answer to the question relating to that text box, use the mouse to move the arrow to the second box, then click once again.

Then type here

Vehicle Registration Number * HFZ...

Last 4 digits of Chassis Number * 27..|

These are used when you are restricted to a specific answer, however there may be many possible answer options. The following example uses the Belfast City Council website to find out a bin collection day. Enter the web address www.belfastcity.gov.uk and select **Bins and recycling**, then scroll down to **Find my bin collection day**

Click the radio button for
Postcode, enter your postcode
in the text box, and then select
Look up address

Classes and Workshops




Belfast City Council

Find my bin collection

Search by:

Enter the full postcode with a space, for example BT1 1GS or BT14 7CP. *

[Ormeau Fuels 251 Ormeau Road, Belfast, BT7 3GG](#)
[251 Ormeau Road, Belfast, BT7 3GG](#)
[Kivik-RI,257-259 Ormeau Road, Belfast, BT7 3GG](#)
[The Mount Charles Group Ltd,261-263 Ormeau Road, Belfast, BT7 3GG](#)
[Garuda, Office,261-263 Ormeau Road, Belfast, BT7 3GG](#)
[Office,265 Ormeau Road, Belfast, BT7 3GG](#)
[Store,265 Ormeau Road, Belfast, BT7 3GG](#)
[Furnish With Finesse,267 Ormeau Road, Belfast, BT7 3GG](#)
[269-271 Ormeau Road, Belfast, BT7 3GG](#)
[269-271 Ormeau Road, Belfast, BT7 3GG](#)
[271 Ormeau Road, Belfast, BT7 3GG](#)
[271A Ormeau Road, Belfast, BT7 3GG](#)
[273-275 Ormeau Road, Belfast, BT7 3GG](#)
[Kinnear Park,279-281 Ormeau Road, Belfast, BT7 3GG](#)
[2,279B Ormeau Road, Belfast, BT7 3GG](#)
[1,279B Ormeau Road, Belfast, BT7 3GG](#)
[Ormeau Park, Surgery,281 Ormeau Road, Belfast, BT7 3GG](#)
[Ballynagh Community Development Association,283 Ormeau Road, Belfast, BT7 3GG](#)
[Escaros Barbers,285 Ormeau Road, Belfast, BT7 3GG](#)
[Aspect Media,285A Ormeau Road, Belfast, BT7 3GG](#)
[Select the BT7 3GG address from the list](#)

Unlike radio buttons you can select several check boxes at once: you are not restricted to “either/or”.

2