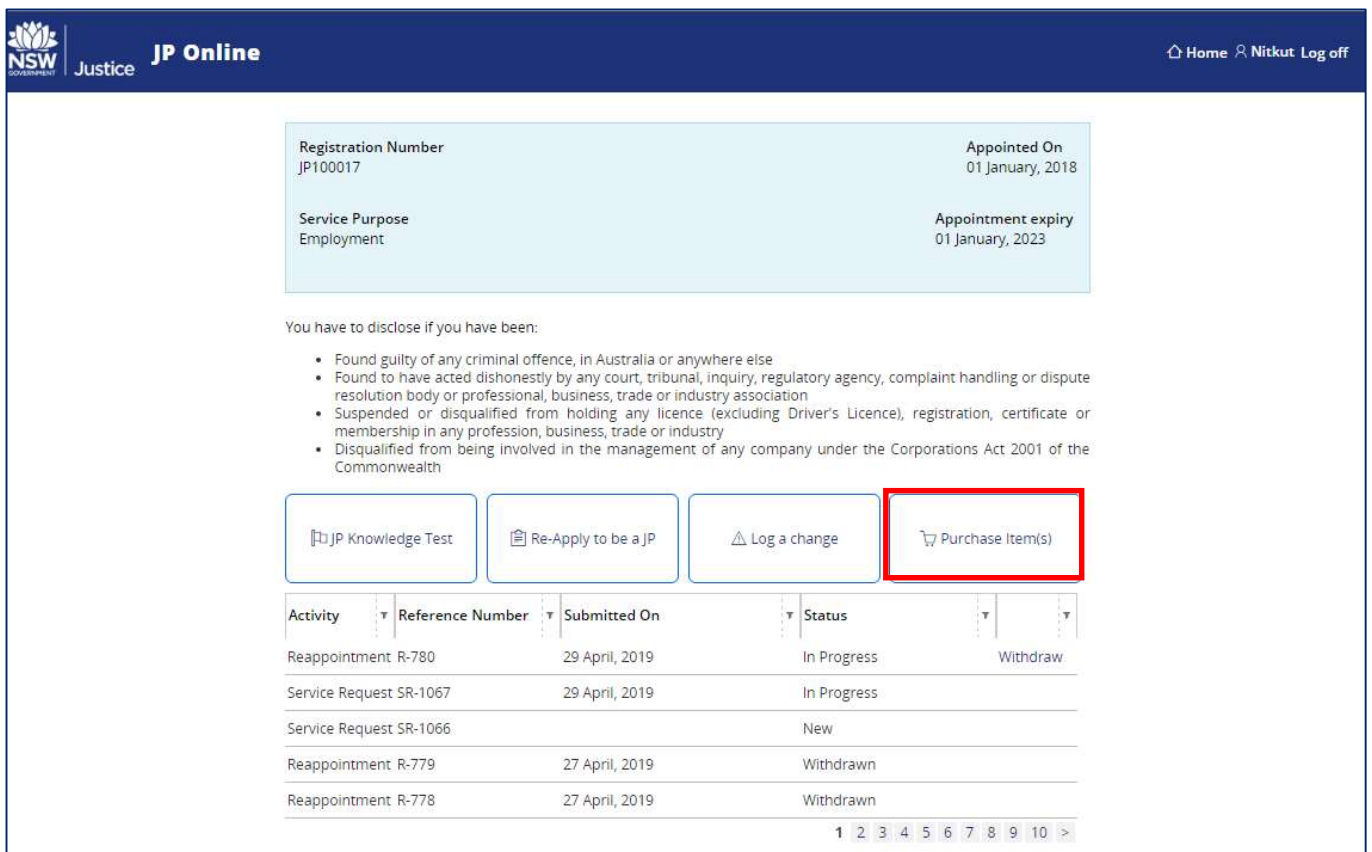


JP Online – order a product

Follow the steps below to purchase a Justice of the Peace Handbook or Certificate of Appointment using JP Online.

Step 1: log in

Go to JP Online and log in to your account. Select **Purchase Item(s)** from the homepage.



Registration Number
JP100017

Appointed On
01 January, 2018

Service Purpose
Employment

Appointment expiry
01 January, 2023

You have to disclose if you have been:

- Found guilty of any criminal offence, in Australia or anywhere else
- Found to have acted dishonestly by any court, tribunal, inquiry, regulatory agency, complaint handling or dispute resolution body or professional, business, trade or industry association
- Suspended or disqualified from holding any licence (excluding Driver's Licence), registration, certificate or membership in any profession, business, trade or industry
- Disqualified from being involved in the management of any company under the Corporations Act 2001 of the Commonwealth

[JP Knowledge Test](#)
[Re-Apply to be a JP](#)
[Log a change](#)
[Purchase Item\(s\)](#)

Activity	Reference Number	Submitted On	Status	
Reappointment	R-780	29 April, 2019	In Progress	Withdraw
Service Request	SR-1067	29 April, 2019	In Progress	
Service Request	SR-1066		New	
Reappointment	R-779	27 April, 2019	Withdrawn	
Reappointment	R-778	27 April, 2019	Withdrawn	

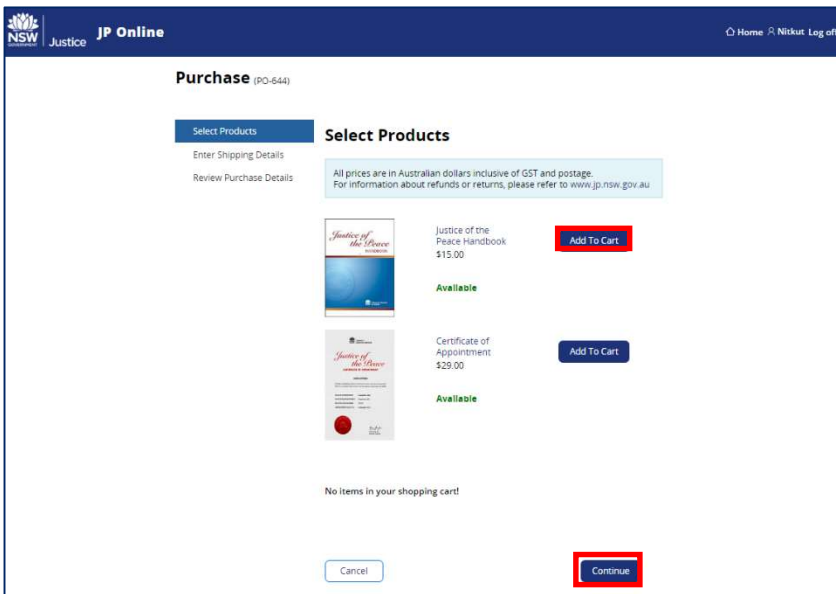
1 2 3 4 5 6 7 8 9 10 >

JP Online – order a product

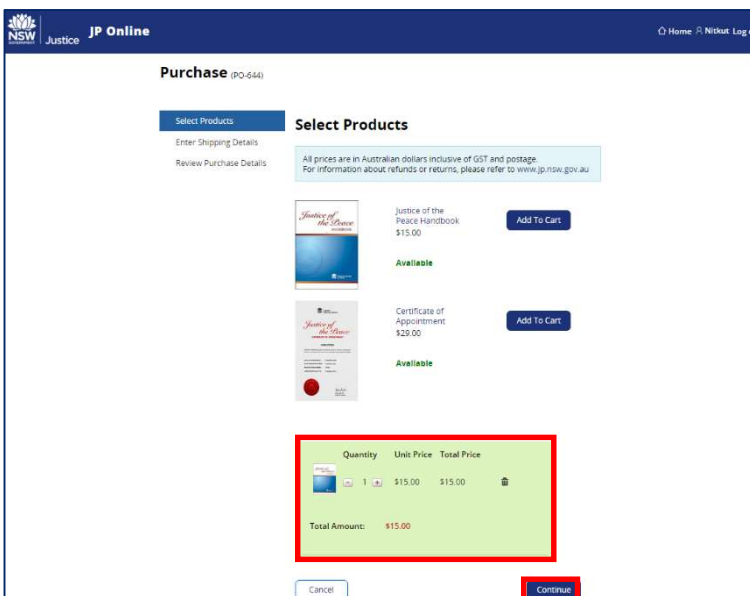
Step 2: add products to cart

Select **Add to cart** to purchase a handbook or certificate.

The JP Certificate is only available to purchase if you are an appointed JP.



Your shopping cart will display and show the total amount owing including GST and postage. Select **Continue**.

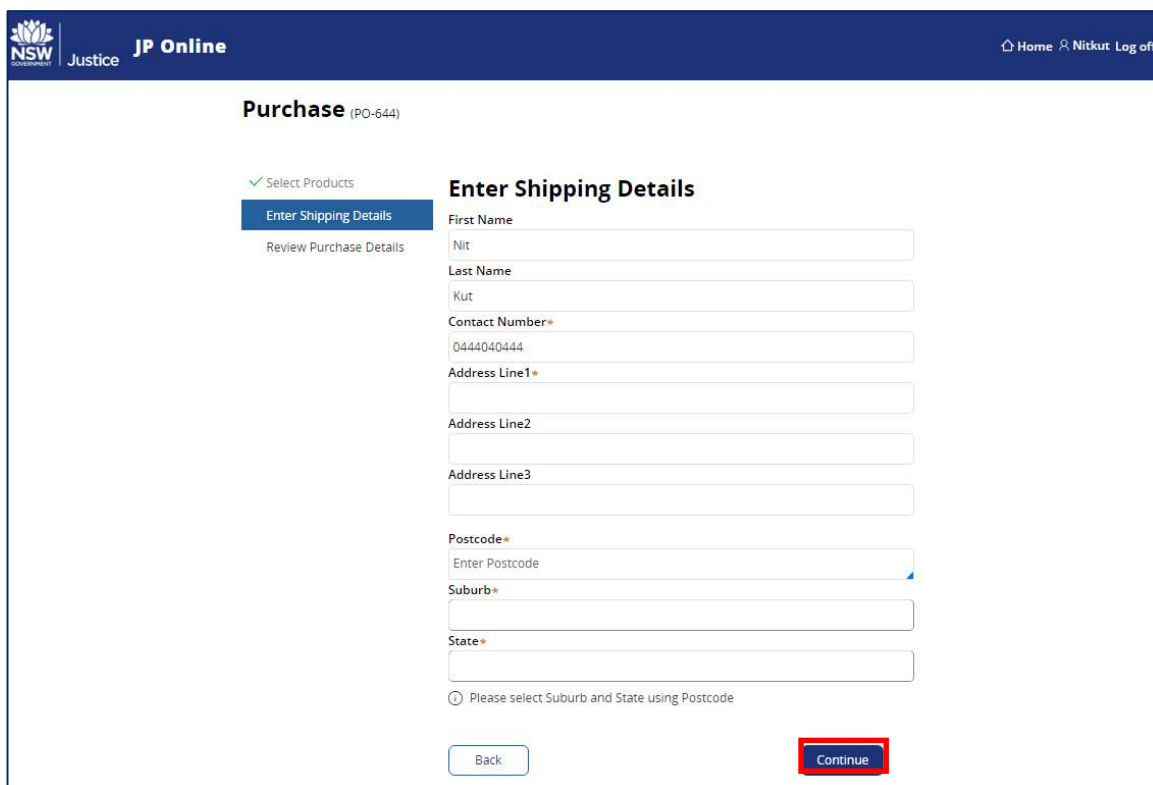


JP Online – order a product

Step 3: enter your shipping details

Enter your shipping details.

When entering your postcode, a list will display. Select your postcode from the list to fill the Suburb and State fields. Then, select **Continue**.



The screenshot shows the 'Purchase (PO-644)' page in the JP Online system. The page has a dark blue header with the NSW Government logo, 'Justice JP Online', and navigation links for 'Home', 'Nikut', and 'Log off'. The main content area is titled 'Purchase (PO-644)' and contains a sidebar with three options: 'Select Products' (checked), 'Enter Shipping Details' (selected), and 'Review Purchase Details'. The 'Enter Shipping Details' form includes the following fields:

- First Name:** Nit
- Last Name:** Kut
- Contact Number*:** 0444040444
- Address Line1*:** (empty)
- Address Line2:** (empty)
- Address Line3:** (empty)
- Postcode*:** Enter Postcode (dropdown menu)
- Suburb*:** (empty)
- State*:** (empty)

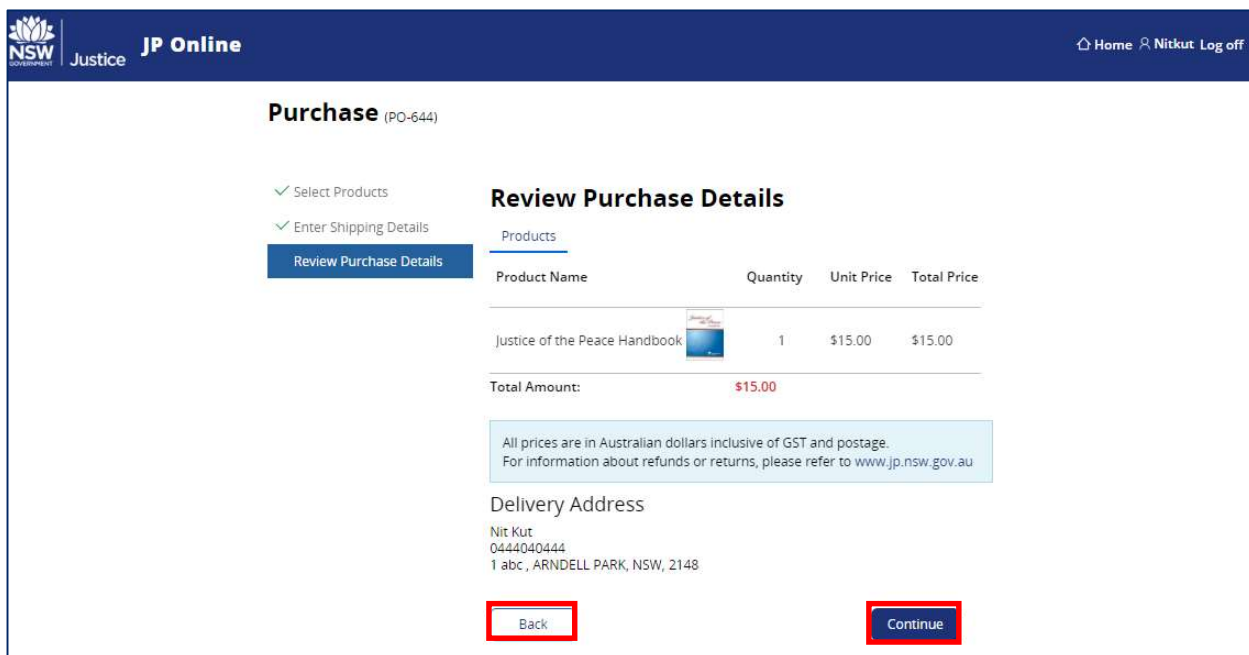
Below the form, there is a note: 'Please select Suburb and State using Postcode'. At the bottom of the form, there are two buttons: 'Back' and 'Continue' (highlighted with a red border).

JP Online – order a product

Step 4: review your order

Review your order details then select **Continue**.

Select **Back** to change your order or shipping details.



Purchase (PO-644)

- ✓ Select Products
- ✓ Enter Shipping Details
- Review Purchase Details**

Review Purchase Details

Products

Product Name	Quantity	Unit Price	Total Price
Justice of the Peace Handbook	1	\$15.00	\$15.00
Total Amount:		\$15.00	

All prices are in Australian dollars inclusive of GST and postage.
For information about refunds or returns, please refer to www.jp.nsw.gov.au

Delivery Address
Nit Kut
0444040444
1 abc, ARNDELL PARK, NSW, 2148

Back **Continue**

Step 5: payment

Select either **Credit/Debit Card** or **BPAY** to choose your payment method. Then, select **Continue**.



Purchase (PO-644) Refresh Close

Select Payment Method

Make Payment

Credit/Debit Card


BPAY

Edit Cart **Continue**

JP Online – order a product

Step 5a: credit/debit card payment

To pay using a credit/debit card, enter your card details then select **Next**.




Payment Details

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

Purchase Amount \$15.00 AUD

Payment Reference Number PO-126

* **Cardholder Name**

* **Credit Card Number**
 


* **Expiry Date (mm/yy)**
01 / 19

* **Card Verification Number (CVN)**
 [What is the CVN?](#)

Please note that the following surcharges apply:

- Visa: 0.40%
- Mastercard: 0.40%

Receipt Email Address
Enter your email address if you would like to be emailed a receipt for this payment



Payment processed securely by Westpac

JP Online – order a product

Review your payment details then enter the verification code. You will need to accept the surcharge to complete payment using a credit/debit card. Then, select **Confirm**.

**Justice**

Confirmation

Please confirm your payment details. Fields marked with an asterisk (*) are mandatory.

Purchase Amount	\$15.00 AUD
Surcharge Amount	\$0.06 AUD
Total Amount	\$15.06 AUD
Payment Reference Number	PO-126
Cardholder Name	TEST
Credit Card Number	424242...242
Expiry Date	06/23

*** Verification Code**
Enter the verification code below.


[Generate a new verification code.](#) | [Audio](#)

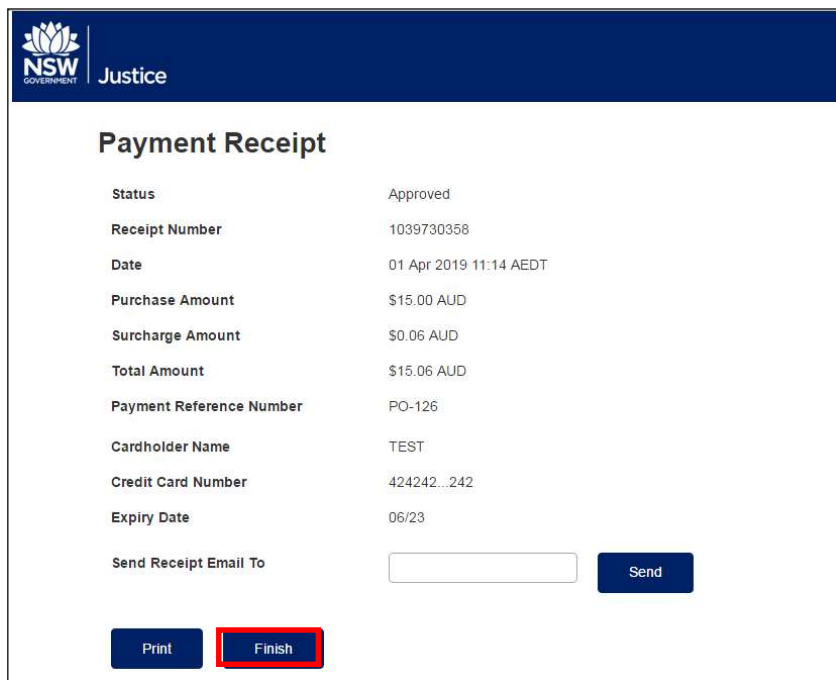
I accept the surcharge of \$0.06 AUD.


Payment processed
securely by Westpac

JP Online – order a product

Select **Finish** to complete your purchase. A message confirming your payment will display on the next screen.

You can also print or email yourself a copy of the receipt.



Status	Approved
Receipt Number	1039730358
Date	01 Apr 2019 11:14 AEDT
Purchase Amount	\$15.00 AUD
Surcharge Amount	\$0.06 AUD
Total Amount	\$15.06 AUD
Payment Reference Number	PO-126
Cardholder Name	TEST
Credit Card Number	424242...242
Expiry Date	06/23
Send Receipt Email To	<input type="text"/> <input type="button" value="Send"/>


JP Online – order a product

Step 5b: BPAY payment

If you are paying using BPAY, the BPAY advice will display. Select **Confirm** to send a copy of the payment advice to your registered email address.

A message to confirm that your order has been placed will display on the next screen.

You will be emailed a tax invoice once payment has been received.




Justice **JP Online**

[Home](#) [Nikut](#) [Log off](#)

Purchase (PO-644) Refresh Close

BPAY Invoice Payment




Justice

Department of Justice
 ABN 11 005 693 553
 GPO Box 6
 Sydney NSW 2001
www.jp.nsw.gov.au

BPAY Advice

Transaction ID	BPTRN250
Payment Reference	PO-644
Amount Due	\$15.00
Payment Due Date	29 May, 2019

Please take note of the BPAY information below and contact you Bank or Financial institution to make a payment



Billers Code: **286492**
 Ref: **89435P233486289**

Telephone & Internet Banking – BPAY®
 Contact your bank or financial institution to make this payment from your cheque, savings, debit card or transaction account. More info: www.bpay.com.au

Any payment must be for the exact amount of this invoice and be made by the due date. Otherwise, any amount paid will not be accepted and will be returned.

Additional Information
 Should you have any enquiries, please email us via jp@justice.nsw.gov.au and a representative will be happy to assist you.

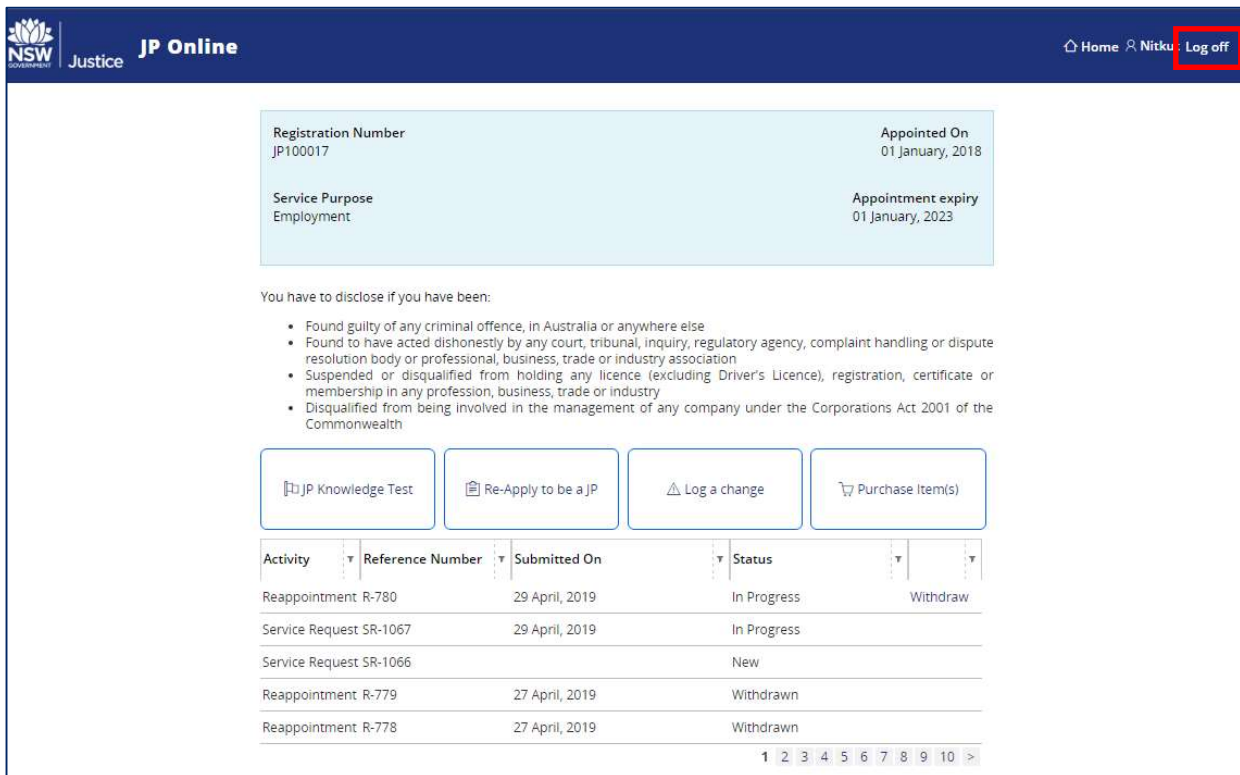
Back

Confirm

JP Online – order a product

Step 6: sign out

Select **Log off** when you have finished to keep your account secure.



The screenshot shows the JP Online user interface. At the top right, the 'Log off' button is highlighted with a red box. Below the navigation bar, there is a summary box with the following details:

Registration Number JP100017	Appointed On 01 January, 2018
Service Purpose Employment	Appointment expiry 01 January, 2023

Below this, there is a disclosure section: "You have to disclose if you have been:" followed by a list of conditions:

- Found guilty of any criminal offence, in Australia or anywhere else
- Found to have acted dishonestly by any court, tribunal, inquiry, regulatory agency, complaint handling or dispute resolution body or professional, business, trade or industry association
- Suspended or disqualified from holding any licence (excluding Driver's Licence), registration, certificate or membership in any profession, business, trade or industry
- Disqualified from being involved in the management of any company under the Corporations Act 2001 of the Commonwealth

Below the disclosure are four buttons: "JP Knowledge Test", "Re-Apply to be a JP", "Log a change", and "Purchase Item(s)".

At the bottom, there is a table of activities:

Activity	Reference Number	Submitted On	Status	
Reappointment	R-780	29 April, 2019	In Progress	Withdraw
Service Request	SR-1067	29 April, 2019	In Progress	
Service Request	SR-1066		New	
Reappointment	R-779	27 April, 2019	Withdrawn	
Reappointment	R-778	27 April, 2019	Withdrawn	

Page navigation: 1 2 3 4 5 6 7 8 9 10 >

More information

- Visit the website at <https://www.dcj.nsw.gov.au/legal-and-justice/legal-assistance-and-representation/justice-of-the-peace.html>
- Email jp@justice.nsw.gov.au
- Write to
 - Appointments and Applications
 - NSW Department of Communities and Justice
 - Locked Bag 5000
 - Parramatta NSW 2124
- Call the JP Infoline on 02 8688 0500 (8.30am – 11.30am and 1.30pm – 3.30pm, Monday to Friday)