

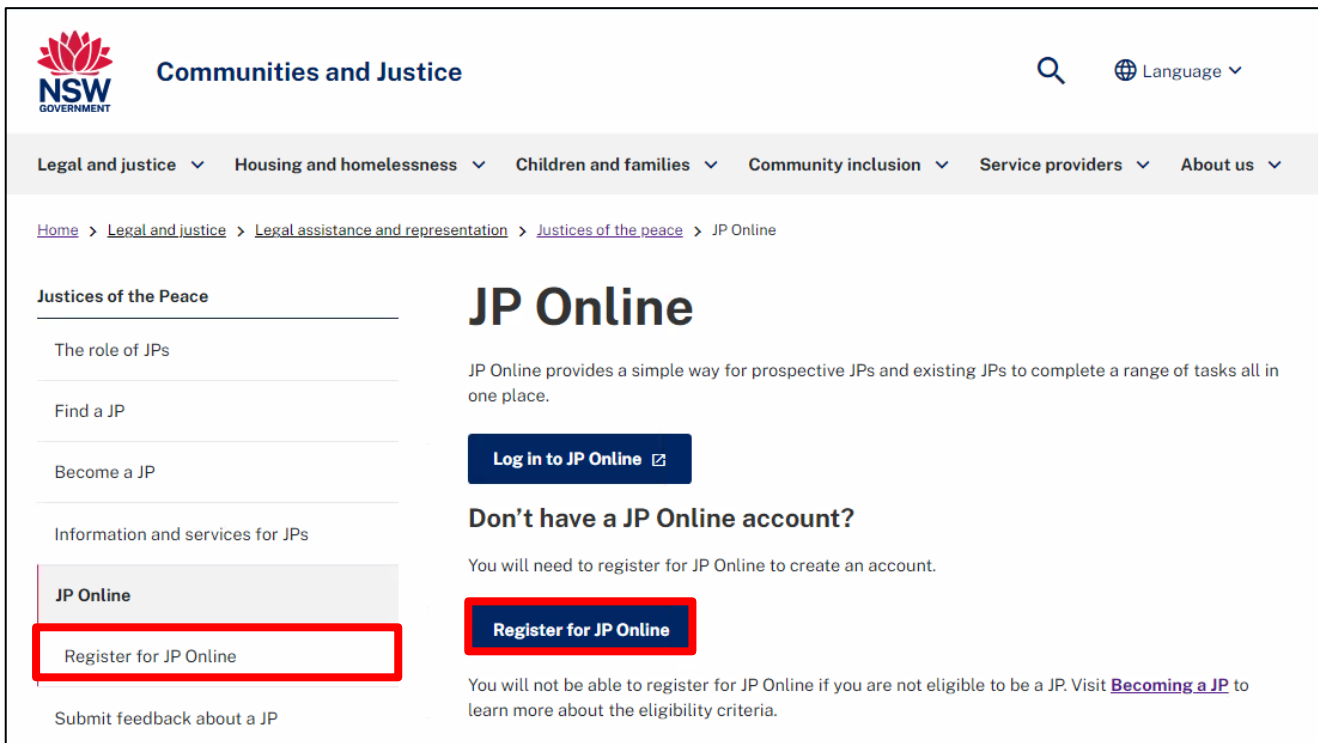
JP Online – getting started

Applying to be a JP

Follow the steps below to set up your JP Online account and submit an application for Justice of the Peace (JP) appointment.

Step 1: register

Go to [JP Online](#) and select **Register for JP Online** from the page.



The screenshot shows the NSW Government website's 'Communities and Justice' section. The breadcrumb trail is: Home > Legal and justice > Legal assistance and representation > Justices of the peace > JP Online. The left sidebar lists 'Justices of the Peace' with sub-items: 'The role of JPs', 'Find a JP', 'Become a JP', 'Information and services for JPs', 'JP Online', and 'Submit feedback about a JP'. The 'JP Online' item is highlighted with a red box, and a red box also highlights the 'Register for JP Online' link within its sub-menu. The main content area features the heading 'JP Online' and a description: 'JP Online provides a simple way for prospective JPs and existing JPs to complete a range of tasks all in one place.' Below this is a 'Log in to JP Online' button. A section titled 'Don't have a JP Online account?' states: 'You will need to register for JP Online to create an account.' A red box highlights the 'Register for JP Online' button. Below this, it says: 'You will not be able to register for JP Online if you are not eligible to be a JP. Visit [Becoming a JP](#) to learn more about the eligibility criteria.'

JP Online – getting started – Applying to be a JP

Answer the eligibility questions. If eligible, select **Continue**.

Have you ever been appointed as a Justice of the Peace (JP) in NSW before?

Yes

No

To be eligible for appointment as a Justice of the Peace (JP), please answer the following

Are you 18 years of age or over? *

Yes

No

Are you an Australian citizen? *

Yes

No

Do you usually live in NSW? *

Yes

No

Are you currently bankrupt or subject to any debt agreement or personal insolvency agreement under the [Bankruptcy Act 1966 \(Commonwealth\)](#)? *

Yes

No

Are you proficient in English? *

Yes

No

Please continue to register for a JP online account

JP Online – getting started – Applying to be a JP

Enter your personal details and create your password, then select **Continue**.

Your password must be a minimum of 10 characters long. It must contain at least: 1 lowercase letter (a-z), 1 uppercase letter (A-Z), 1 number (0-9) and a special character (.,!@#).

Please note, each JP Online account must have a unique email address as it will become your username to login.

Create profile

Personal details

i To create a JP online account, fill your details as required below including the email address you will use to log in to your account.

Title
Mr

First name

Do you have a middle name?
---Select---

Surname
Surname

Date of birth ? *
30 October 1958

JP Online – getting started – Applying to be a JP

Contact details

i To receive a security code sent to your mobile number, please provide a valid mobile number.

Mobile phone
1234567892

Email address*
xxxxx@xxx.com

Confirm email address*

Password*

Confirm password*

Cancel Continue

JP Online – getting started – Applying to be a JP

To verify your account, we will send you a unique security code.
The security code will be sent to your email address or mobile (based on your selection).
Select either **SMS** or **Email**, then select **Send security code**.

Account verification

i To verify your account, we will send you a unique security code to your email address - **donneipejaza-1985@yopmail.com** or mobile - **1234567889** based on your selection. This helps to keep your details safe and secure. Once you receive the security code, please enter the code below and select verify.

Please select the below option to send security code to verify your account *

SMS

Email

Send security code

Enter security code here

Accept and confirm your profile registration.

I confirm that all the details provided are true and correct.

I have read and agree to the

Privacy policy for the administration of JP appointments.

I agree to the Department of Communities and Justice conducting any relevant checks as part of the assessment of my application and at any time during my appointment as a JP. This includes, but is not limited to, a national criminal history records check, bankruptcy check and traffic history check.

I consent to the Department of Communities and Justice making confidential inquiries about my character and suitability for appointment through my nominated referees, and any relevant agency and its employees.


JP Online – getting started – Applying to be a JP

Enter the security code you receive via SMS or email and select **Verify**.

Please select the below option to send security code to verify your account *

SMS

Email


 Security code sent successfully to the provided email address.

Note: The security code is valid for 15 minutes and one time use only.

[Resend Code](#)

JP Online – getting started – Applying to be a JP

Once your security code has been verified, you can proceed.
You will be prompted to accept and confirm your profile registration.
Please tick all the required boxes, then select the **Register** button.

 **Your security code has been verified and validated.**

Accept and confirm your profile registration.

I confirm that all the details provided are true and correct.

I have read and agree to the
Privacy policy for the administration of JP appointments.


I agree to the Department of Communities and Justice conducting any
relevant checks as part of the assessment of my application and at any time
during my appointment as a JP. This includes, but is not limited to, a national
criminal history records check, bankruptcy check and traffic history check.

I consent to the Department of Communities and Justice making
confidential inquiries about my character and suitability for appointment
through my nominated referees, and any relevant agency and its employees.

JP Online – getting started – Applying to be a JP

Once you have selected **Register**, a confirmation screen will display.
To continue, select **Login here** (or if you are finished, select **Close**).
We will also send you an email confirming your successful registration.

Confirmation

 **Congratulations**

You have successfully registered for a JP Online account.

Your user ID to login : friquoufroilenu-5264@yopmail.com

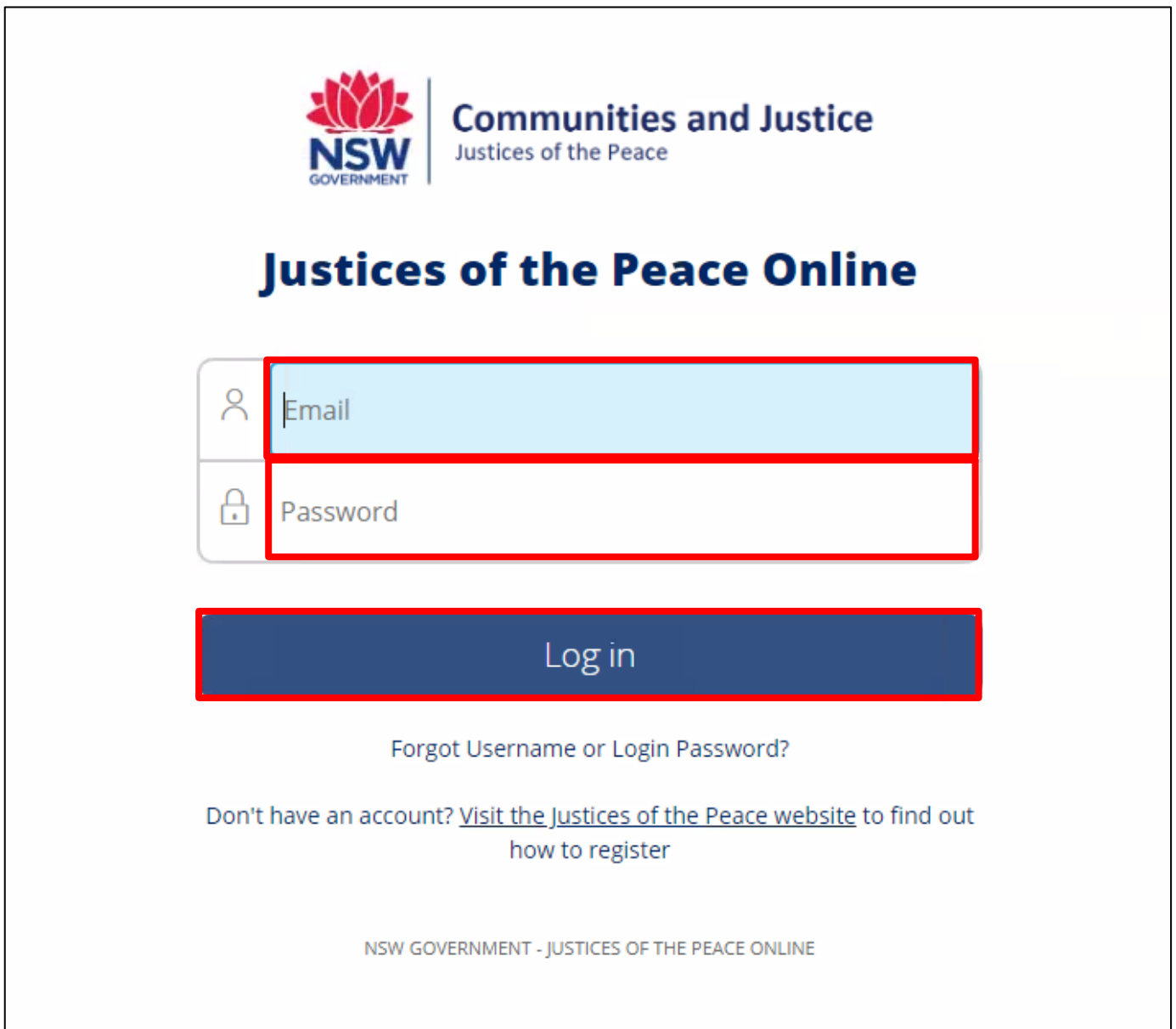
**Thank you,
Appointment Services
Department of Communities and Justice**


[Close](#) To continue to your JP online account [Login here](#)

JP Online – getting started – Applying to be a JP

Step 2: take the JP knowledge test

To log in, enter your username (this should be your email address) and password, then select **Log in**.



 **Communities and Justice**
Justices of the Peace

Justices of the Peace Online

Log in

[Forgot Username or Login Password?](#)

Don't have an account? [Visit the Justices of the Peace website](#) to find out how to register

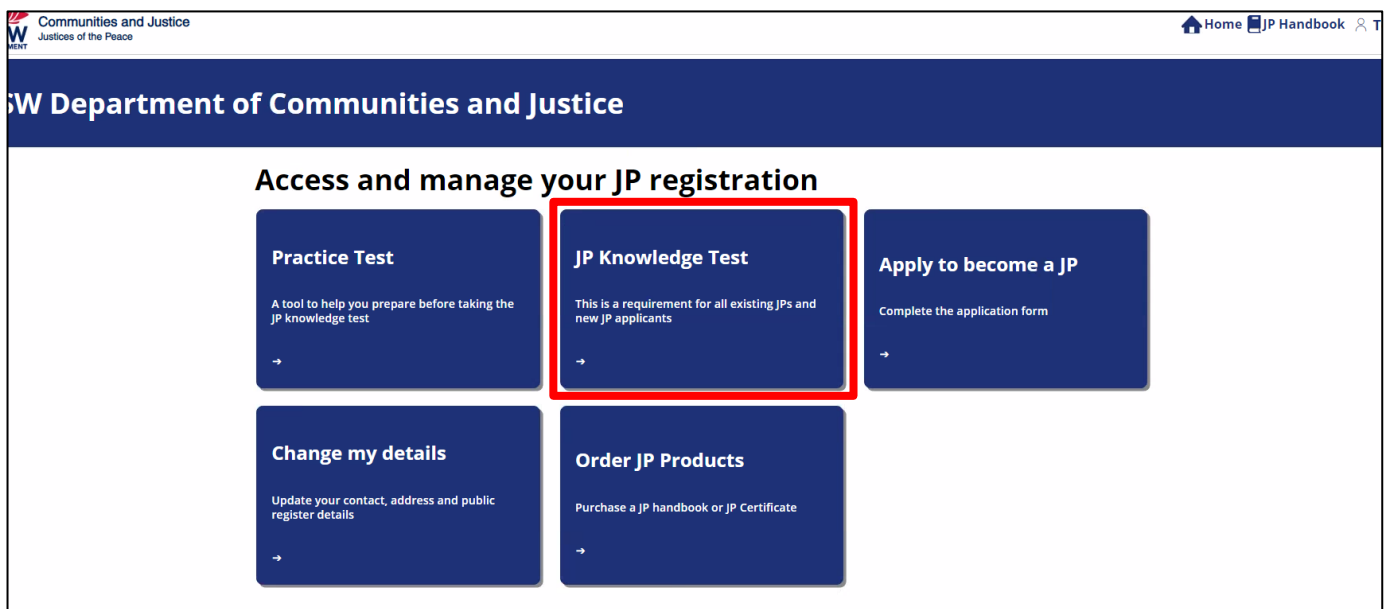
NSW GOVERNMENT - JUSTICES OF THE PEACE ONLINE

JP Online – getting started – Applying to be a JP

Prior to attempting the JP knowledge test, you can practice the test by selecting **Practice Test**.

When you are ready to attempt the JP knowledge test, select the **JP Knowledge Test** button, then follow the instructions on each page to take the test.

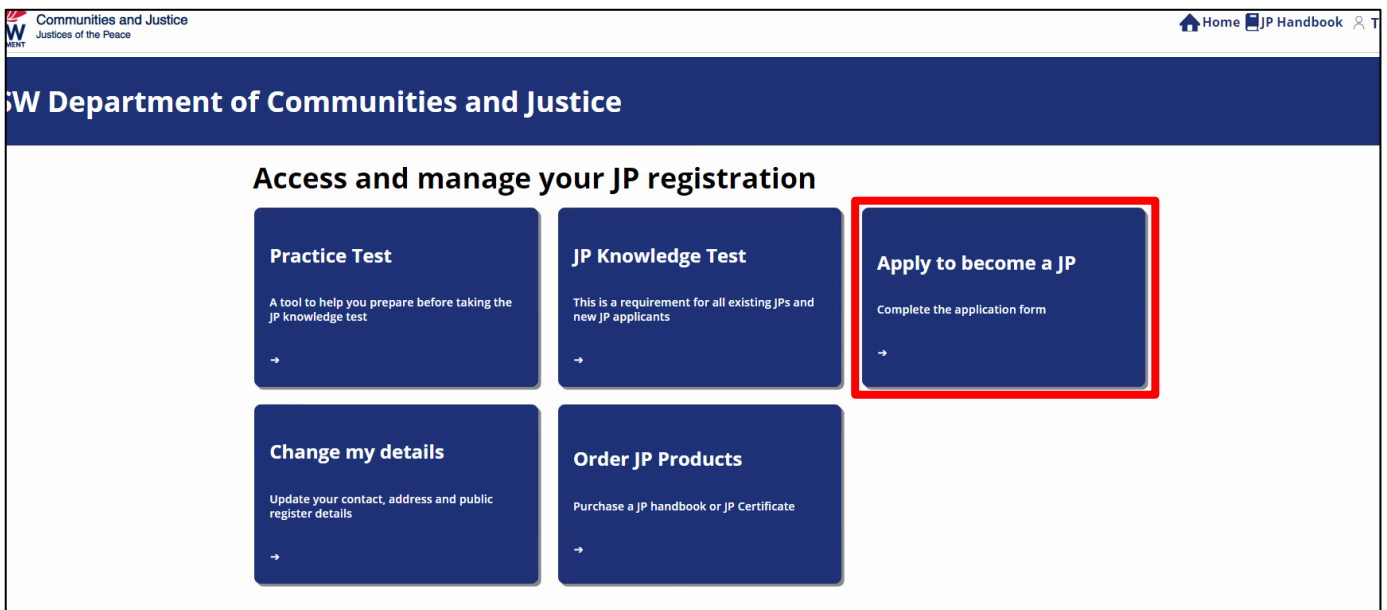
You will need to pass the JP knowledge test before you can apply to be a JP.



JP Online – getting started – Applying to be a JP

Step 3: apply to be a JP

Once you have successfully passed the JP knowledge test, select **Apply to become a JP** to begin the application.



Review the information prior to starting your application. When you are ready, tick the agreement box, then select **Start application**.

Application for Justice of the Peace appointment

Dear Tom,

Congratulations on successfully completing the JP knowledge test!

Please carefully read the information below before starting your application.

To complete this application you will need to:

1. Provide proof of identity and citizenship or eligibility to vote in NSW elections. We may request that you provide some of the following documents: your Australian birth certificate, NSW driver's licence, Australian passport, confirmation of enrolment on the NSW electoral roll.
2. Disclose all:
 - a. Previous criminal offences including offences that were heard in court and dismissed, and all traffic offences that went to court.
 - b. Adverse findings or comment by any court, tribunal, official inquiry, regulatory agency, complaint handling or dispute resolution body; or professional, business, trade or industry association.
 - c. Suspensions or disqualifications from holding any licence, registration, certificate or membership in any profession, business, trade or industry.
 - d. Disqualifications from being involved in the management of any company under the *Corporations Act 2001 (Commonwealth)*.
3. Provide information about the need for your appointment, either within the community or as part of your employment.
4. Select your local member of NSW Parliament to review your application and, if satisfied, nominate you for appointment as a JP. You may also choose a different member of NSW Parliament including a member of the Legislative Council of NSW.
5. Declare that all of the information you are providing is true and correct.
6. Agree to the NSW Department of Communities and Justice conducting background checks, including a national criminal history records check.

When you are ready to begin, please agree to all the terms and conditions mentioned above and select **Start application**.

I agree to all the terms and conditions mentioned above.

[Not ready - return to homepage](#) [Start application](#)

JP Online – getting started – Applying to be a JP

Enter your details, then select **Continue**.

You will need to complete the details on each screen to submit your application.

Once you have submitted your application, you can track the progress of your application from the activity table on your home screen.

Your details

- Please enter your full legal name, as shown on your identification documents.
- If your name has changed then please provide a copy of your change of name certificate or marriage certificate and evidence that you currently use the new name such as a driver license.

Title *

First name *

Do you have a middle name? *

Middle name *

Last name *

Gender *

Are you of Aboriginal and/or Torres Strait Islander origin? *

Yes

No

Prefer not to say

Occupation *

Have you ever been known by any other name?

Yes

No

JP Online – getting started – Applying to be a JP

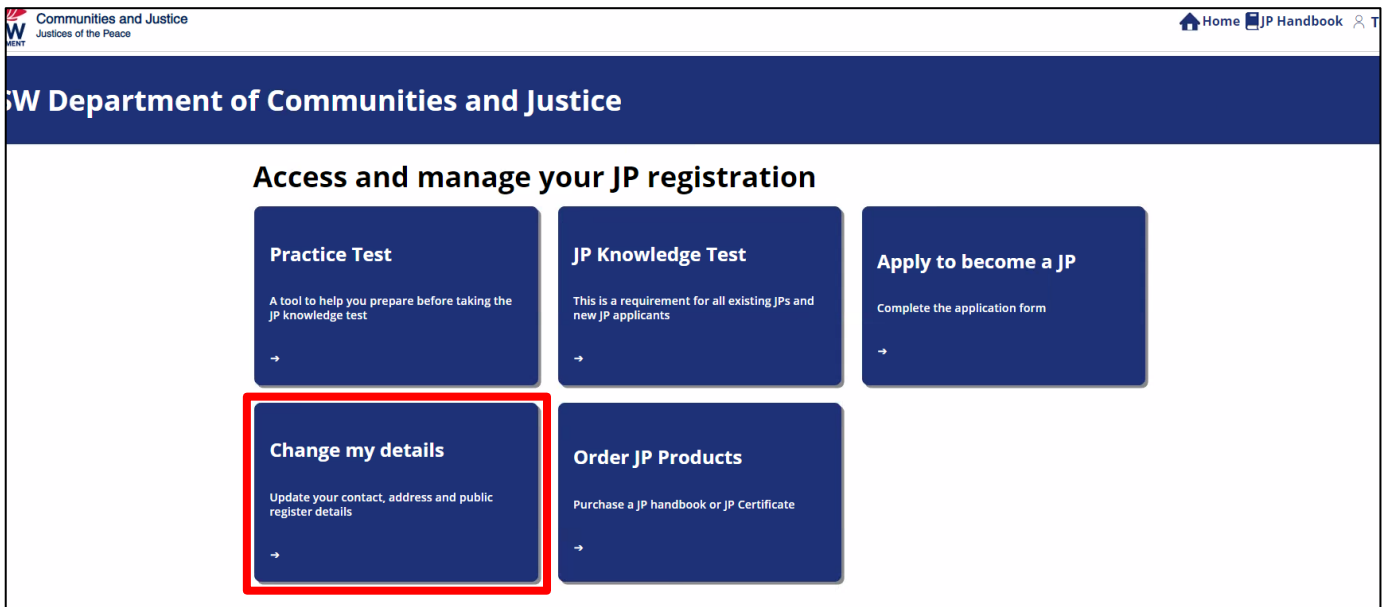
Step 4: log a change in circumstances

If there is a change in your circumstances during the time your application is being processed, you can disclose the change using JP Online.

To log a change in circumstance, select **Home** to return to the JP Online homepage.

Then select **Change my details** to submit a request for:

- appeal
- change of name
- update correspondence email ID
- update phone number
- update preferred language
- update password
- new disclosure.




JP Online – getting started – Applying to be a JP

Complete the details in the request. Each request will ask you to enter different details. To submit the request, select **Proceed** or **Submit**.

For more information on how to update your appointment details via JP Online, you can watch an instructional video [here](#).

Change my details

The Code of Conduct for Justices of the Peace requires you to notify the Department of Communities and Justice as soon as practicable of a change in your circumstances. Select a request type from the list below to notify us of a change in your circumstances.

Watch a video on how to change your details 

| | | |
|--------------------------------|---------------------|-----------------|
| Update Preferred Language | Update Phone Number | Update Password |
| Update Correspondence Email ID | Update Address | New Disclosure |
| Change Of Name | | |

JP Online – getting started – Applying to be a JP

Step 5: sign out

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



More information

- Visit the website at www.jp.nsw.gov.au
- Email jp@dcj.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)