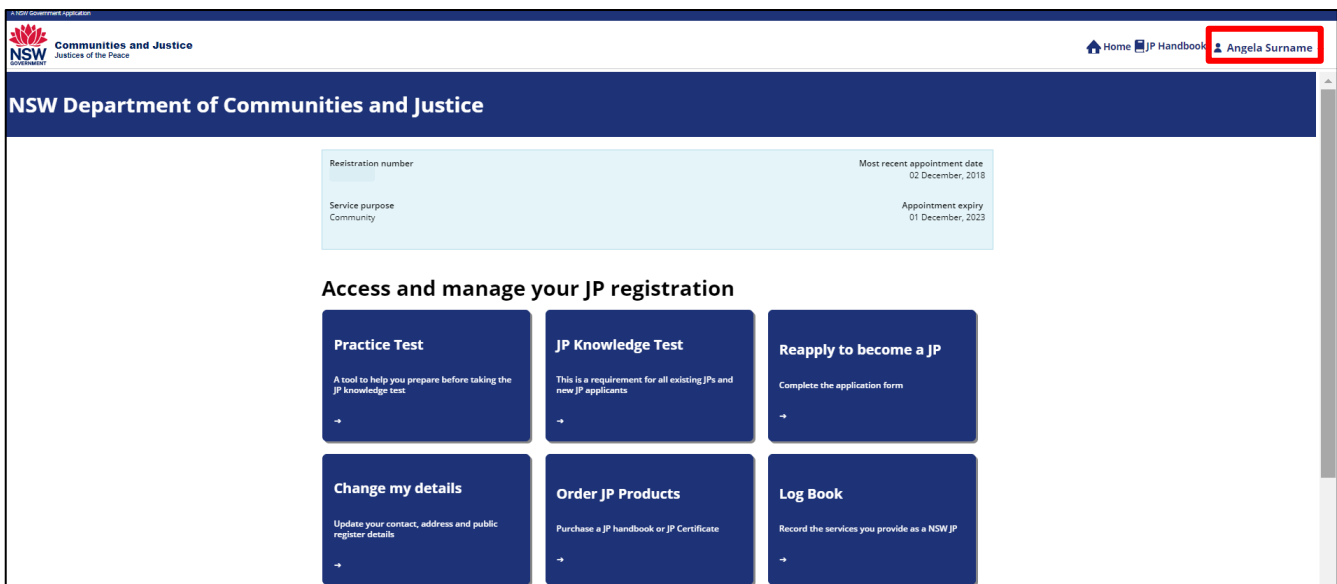


JP Online – opt-out of the JP public register

If you are an appointed Justice of the Peace (JP), follow the steps below to opt-out of the JP public register.

Step 1: log in

Go to [JP Online](#) and log in to your account. Click your name in the right corner of the blue ribbon.



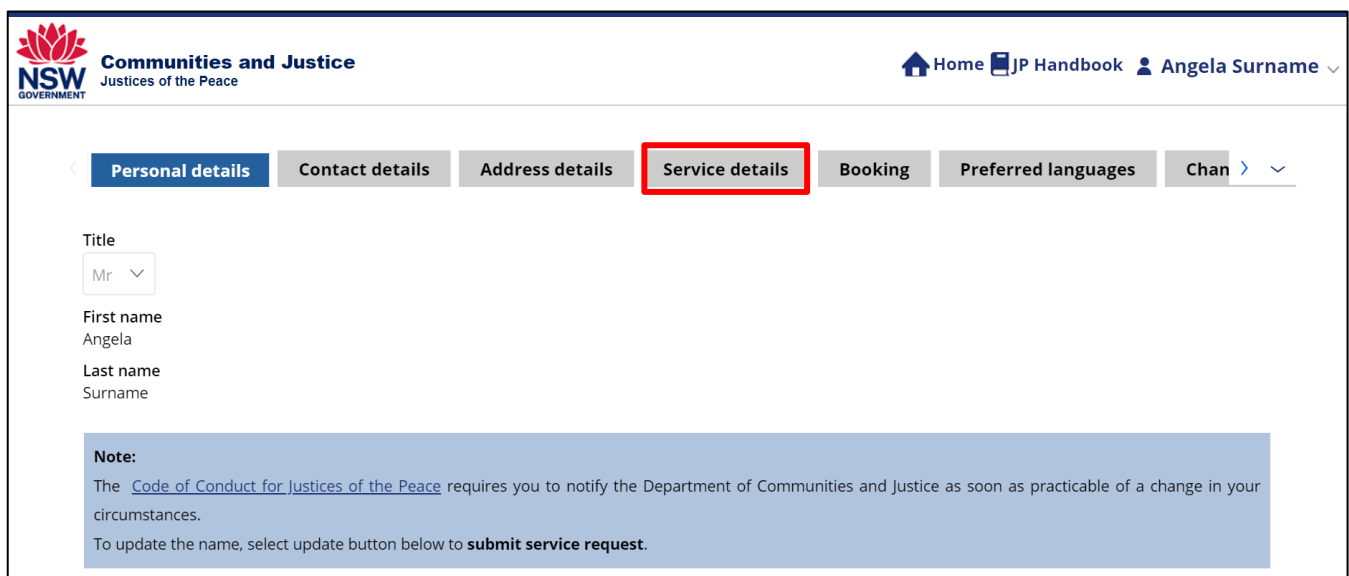
Then select **Profile**.



JP Online – opt-out of the JP public register

Step 2: opt-out

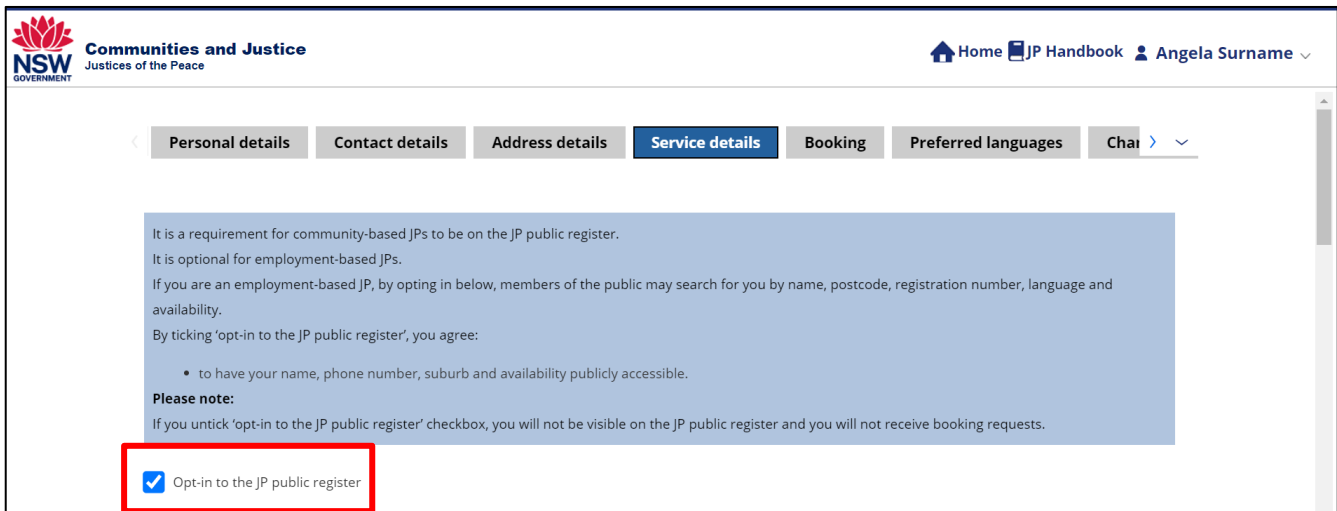
Select the **Service Details** tab.



The screenshot shows the user interface for the 'Service Details' tab. At the top left is the NSW Government logo and the text 'Communities and Justice Justices of the Peace'. At the top right are navigation links for 'Home', 'JP Handbook', and a user profile for 'Angela Surname'. Below the navigation is a horizontal menu with tabs: 'Personal details', 'Contact details', 'Address details', 'Service details' (highlighted with a red box), 'Booking', 'Preferred languages', and 'Chan'. Under the 'Service details' tab, there is a 'Title' dropdown menu set to 'Mr', 'First name' 'Angela', and 'Last name' 'Surname'. A blue note box contains the following text: 'Note: 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. To update the name, select update button below to **submit service request**.'

JP Online – opt-out of the JP public register

Select **Opt-in to the JP public register** to un-check the box, then select **Update**.



NSW GOVERNMENT Communities and Justice Justices of the Peace

Home JP Handbook Angela Surname

Personal details Contact details Address details **Service details** Booking Preferred languages Chat

It is a requirement for community-based JPs to be on the JP public register.
It is optional for employment-based JPs.
If you are an employment-based JP, by opting in below, members of the public may search for you by name, postcode, registration number, language and availability.
By ticking 'opt-in to the JP public register', you agree:

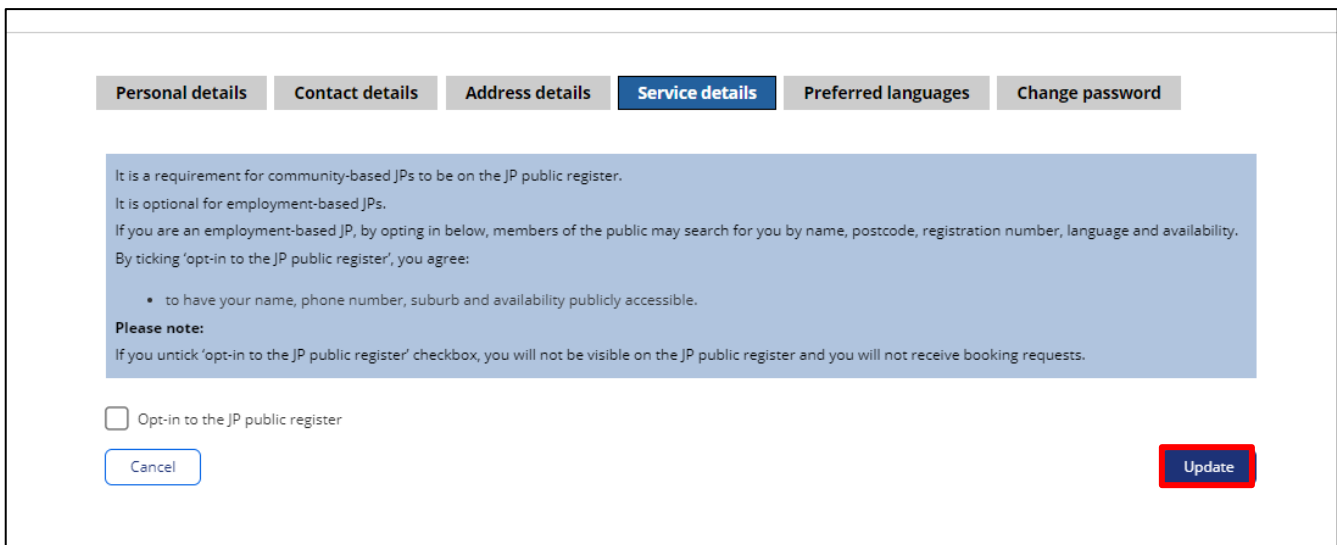
- to have your name, phone number, suburb and availability publicly accessible.

Please note:
If you untick 'opt-in to the JP public register' checkbox, you will not be visible on the JP public register and you will not receive booking requests.

Opt-in to the JP public register



Opt-in to the JP public register



Personal details Contact details Address details **Service details** Preferred languages Change password

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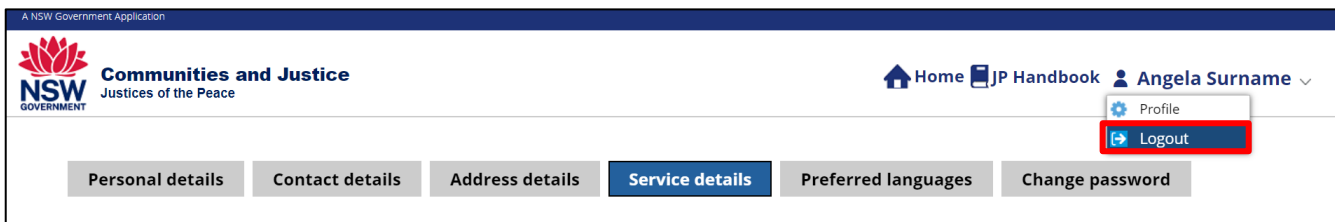
Opt-in to the JP public register

Cancel **Update**

JP Online – opt-out of the JP public register

Step 3: sign out

Select your name in the top right-hand corner, then **Logout** when you have finished to keep your account secure.



More information

- Visit the website at <https://dcj.nsw.gov.au/legal-and-justice/legal-assistance-and-representation/justice-of-the-peace/jp-online.html>
- 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)