

JP Online – apply for appointment

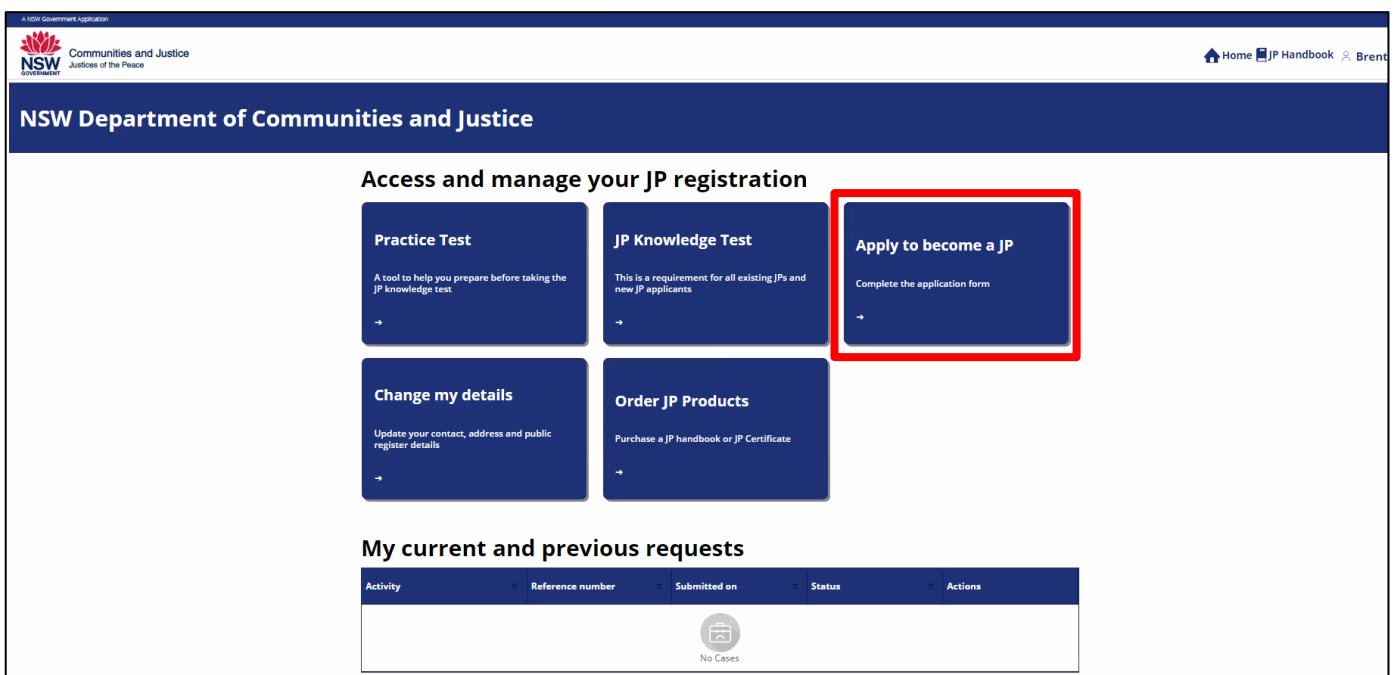
You must register for JP Online and pass the JP knowledge test before you can start an appointment application.

After you pass the JP knowledge test, you have 12 months to submit an appointment application.

The appointment application takes approximately 15 minutes to complete using JP Online.

Step 1: log in

Go to JP Online and log in to your account. Select **Apply to become a JP** from the homepage.



The screenshot shows the homepage of the NSW Department of Communities and Justice JP Online portal. The header includes the NSW Government logo and navigation links for Home, JP Handbook, and a user profile for Brent. The main content area is titled 'Access and manage your JP registration' and contains five blue buttons: 'Practice Test', 'JP Knowledge Test', 'Apply to become a JP' (highlighted with a red box), 'Change my details', and 'Order JP Products'. Below this is a section for 'My current and previous requests' with a table header and a 'No Cases' message.

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Read the instructions and privacy policy.

If you agree to the terms and conditions, tick the agreement box.

Select **Start application**.

Application for Justice of the Peace appointment

Dear Brent,

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**.

agree to all the terms and conditions mentioned above.

Not ready - return to homepage

Start application

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Step 2: enter personal and contact details

We will ask you to confirm personal details such as:

- your name
- phone number and address
- date and place of birth.

Enter your details, then select **Continue** to complete the ‘About You’ section.

Title *
Mr ▼

First name *
Brent

Do you have a middle name? *
Yes ▼

Middle name *

Last name *
Surname

Gender *
Male ▼

Are you of Aboriginal and/or Torres Strait Islander origin? *
 Yes
 No
 Prefer not to say

Occupation *
---Select Occupation--- ▼

Have you ever been known by any other name?
 Yes
 No

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Step 3: outline reason for applying

Select why you are applying for appointment. Answer the question, then select **Continue**.

As set out in the *Justices of the Peace Act 2002 (NSW)*, you must establish the reason for your appointment as a JP.

Reason for appointment

Select the reason you are applying for JP appointment

- As set out in the *Justices of the Peace Act 2002 (NSW)*, you must establish the reason for your appointment as a JP.

Why are you applying to become a JP? *

To fulfil a community-based need

To satisfy my employment requirements

Please tell us who you will provide JP services to and explain why there is a need for JP services within this section of the community. *

Remaining: 2000 characters

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If you are applying as part of an employment need, you will need to upload a supporting letter signed by your employer later in the application process.

Reason for appointment

Select the reason you are applying for JP appointment

- As set out in the *Justices of the Peace Act 2002 (NSW)*, you must establish the reason for your appointment as a JP.

Why are you applying to become a JP? *

To fulfil a community-based need

To satisfy my employment requirements

You are applying for appointment to meet an employment need.
You will need to attach a letter signed by your employer, on the letterhead of your company/organisation, stating:

- How the duties of your employment require you to provide JP services
- How often you will be required to provide JP services
- Whether you are employed on a permanent/ongoing basis, or a temporary basis
- If you are employed on a temporary basis, for how long.

Name of employer (company or organisation) *

Back Cancel Save & Close Continue

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Step 4: enter service details

Enter your information for the JP Public Register including:

- your location and contact details
- hours of availability
- preferred language/s.

To add a preferred language, type the name of the language. A list will display, then select the language from the list.

Select **Continue**.

Language

Please note:

- You must not perform the functions of a JP in a spoken language other than English
- For more information, see Sections 2.2 and 2.4 of the [JP handbook](#).
- However, you may communicate in a language other than English before or after performing JP functions (for example, to arrange a time and place to meet, or to answer questions about the process).

To add a preferred language to your JP public register listing please click on the box below and choose a preferred language from the drop down box.

Preferred language(s) *

Dzongkha x
▼

Back
Cancel

Save & Close
Continue

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Location

Once appointed, you will be placed on the JP public register. This will allow members of the public to search for your services as a JP.

Please note:

- If you are an employment-based JP, you can opt-out of the JP public register by visiting the profile section of your JP Online account and updating the service details section.
- JPs personal details are not displayed on the public register if they are community-based JPs or elected to opt in as an employment-based JP.

Your location (How do you wish to describe your location on JP public register?)

The address field will auto-complete.

Start by typing your unit number, then street number, street name and suburb, until your full address appears. Don't type '/' or the word 'unit'. Once your full address appears select it.

Example: type '42 88 Grafton st Balmain'

Please note: If you are not able to find your address from auto-complete. Please select **Enter manual address** to enter your address manually.

Full address *

Start typing address..

Enter manual address

Apartment/ unit/ suite/ house number

Street number

Street name

Street type

Postcode

Suburb

Availability timings

- Please specify your hours of availability to encourage people to contact you and arrange JP services at a time convenient to you.
- You do not have to be available at all of these times, but you will not be contacted outside of those times.
- Once your appointment or reappointment has been approved, you can choose to remove yourself from the JP public register if you are an employment-based JP. To opt-out of the JP public register, go to the profile section of your JP Online account and update the service details section. Instructions are also available at dcj.nsw.gov.au/justice/justice-of-the-peace.html

Available

From time*

To time*

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

3 00 AM

11 00 PM

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Cancel

Save & Close

Continue

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Step 5: opt-in or opt-out of the booking system

The booking system will allow members of the public to find JPs close in distance to them and send a booking request via the booking system on the JP website.

The booking system complements, not replaces, the existing JP public register. If you opt-in to the email booking system, your address will **never** be shared with members of the public.

To opt-in to the booking system, tick the **Opt-in to accept online bookings from the public** button. You will then be prompted to enter the email address you would like booking notifications sent to.

To opt-out of the booking system, leave the box unticked.

Select **Continue**.

Booking

- The booking system will allow members of the public to find JPs close in distance to them and send a booking request via the booking system on the JP website.
- The booking system complements, not replaces, the existing JP public register. If you opt-in to the email booking system, your address details will **never** be shared with members of the public.
- The booking system will only show your postcode and name. If a JP accepts a booking request, the member of the public will receive an email with your name and preferred contact phone number.

Please note:
By ticking 'opt-in to accept online bookings from the public', you agree:

- To receive booking request emails from the Department.
- To share your phone number with the members of the public so they may contact you.

Opt-in to accept online bookings from the public

Please enter the email address you would like all booking notifications sent to *

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Step 6: disclose criminal offences

We will ask you to disclose any criminal offences including traffic offences and spent convictions. Answer the questions, then select **Continue**.

You must disclose:

All criminal and traffic offences which you were charged with and were heard in Court. Including:

- Offences you were charged with as a minor.
- Offences that occurred more than 20 years ago.
- Offences which you were charged with even if the charge was dismissed without conviction. For example under section 10 of the [Crimes Sentencing Procedure Act 1999 \(NSW\)](#)
- The Department of Communities and Justice assesses applications for appointment as a JP in line with the Attorney General's Guidelines on the appointment of Justices of the Peace. The Guidelines are available [here](#).

Do you provide consent for the Department to confirm your Australian citizenship status from the Attorney General's Department? *

Yes

No

The Attorney General's Guidelines require all applicants to consent to suitability checks which may include but are not limited to: national criminal history records check, referee check, conduct and service check and other checks as deemed appropriate for the role.

Do you provide consent to these suitability checks being conducted? *

Yes

No

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Cancel

Save & Close

Continue

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Questions

Have you ever been found guilty of any criminal offence, in Australia or anywhere else? *

Yes

No

Have you ever been 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? *

Yes

No

Have you ever been suspended or disqualified from holding any licence (excluding a driver's licence), registration, certificate or membership in any profession, business, trade or industry? *

Yes

No

Have you ever been disqualified from being involved in the management of any company under the [Corporations Act 2001 \(Commonwealth\)](#)? *

Yes

No

Back

Cancel

Save & Close

Continue

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Step 7: provide referees

Read the instructions then select **Continue**.

Information

Please provide the names of two people who:

- have known you for at least two years.
- you are not related to by birth or marriage.
- have a prescribed qualification as listed under 'referee qualification'.
- can vouch for your honesty, impartiality and good character.

We may contact your referees at any time during the application process.
Please make sure your referees are available during business hours to provide a telephone reference check.

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Cancel
Save & Close
Continue

Enter the referee’s details.

Follow the same steps for your second referee.

Referee 2

Please note:

- Please provide the names of the referees who can vouch for your honesty, impartiality and good character.
- Please ensure your referees are available during business hours to provide a telephone reference check.

Title *
Mr

First name *
Mickey

Last name *
Mouse

Referee qualification *
Veterinarian (current, in any state or territory)

Are you related to the referee? *
 Yes
 No

How long have you known the referee?
2 to 5 years

Contact details

Note: We may contact your referees at any time during the application process.

Phone number *
1234567891

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Contact details

Note: We may contact your referees at any time during the application process.

Phone number *
1234567891

Email

Postcode *
2000

Note: Suburb and state will be auto selected using postcode

Suburb *
SYDNEY

State *
NSW

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Step 8: request NSW Member of Parliament nomination

Select a NSW Member of Parliament (MP) to consider nominating you for appointment. Select your nomination by MP name, electorate name or postcode to search for an MP. The example below shows you how to search via MP name. Start typing in an MP’s name, then select the MP’s name from the drop-down list. Select **Continue**.

Nomination

Please select the NSW Member of Parliament (MP) or Legislative Council (MLC), you would like to nominate you to be a JP.
You may choose your Local MP or a different member of the NSW Parliament including a member of the NSW Legislative Council.

Select your nomination

By MP name
 By electorate name
 By applicant's postcode

Enter the member's name

Mr Aitchison, Jenny MP

You have selected **Mr Aitchison, Jenny MP** to nominate your application for appointment as a JP.

As part of the application process, the details submitted in your application and the results of any checks conducted by the Department will be sent to your chosen MP for review.

Please note: If you are not nominated by your chosen MP, only you will have one more opportunity to request an MP to nominate you.

[Back](#) [Cancel](#) [Save & Close](#) [Continue](#)

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Step 9: upload documents

We will ask you to upload documents relevant to your application.

Click to open each category to find out what document types are accepted. Then, select the document type from the drop-down menu.

After you select the document type, the **Upload document** button will appear. Click this button to attach a copy of the document.

Once you attach a copy, the document details will show in the uploaded documents table. Once the document has been successfully uploaded, you will see the message 'Document has uploaded successfully'.

Select **Continue** when you have finished uploading all required documents.

Upload documents of proof

Please provide any two of the following documents of proof and other supporting documents:

- Proof of citizenship or eligibility to vote in NSW
- Proof of date of birth
- Proof of legal name
- Change of name document(s)
- Any documents relating to a disclosure made
- Letter of need from employer (if employment option selected)

Required proofs

Letter of need from employer

Document type to upload

Letter of need from employer

Document note

Upload document

Upload documents

File name	Document type	Action
No attachments		

Back Cancel Save & Close Continue

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Step 10: review application

Review your application details.

Should any information be incorrect, click **View** to edit.

Read and agree to the declaration by clicking on the tick boxes.

Select **Finish** when you are ready to submit your application.

Residential details
View

Apartment/ unit/ suite number	Address line1
Street number	---
Street name	---
Street type	---
Postal code	2200
Suburb	BANKSTOWN
State	NSW
Is your postal address the same as the residential address above?	Yes

I hereby declare and confirm that all the information provided in this application is true and correct to my knowledge.

I understand that under the *Crimes Act 1900* it is a criminal offence to submit a false or misleading application or provide false or misleading information or documents punishable by up to 2 years in prison or fines of up to \$22,000.

I confirm that I am authorised to provide the personal details presented and I consent to (a) my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity; (b) details being collected to confirm the integrity of the identifying information.

Back
Cancel

Save & Close
Finish

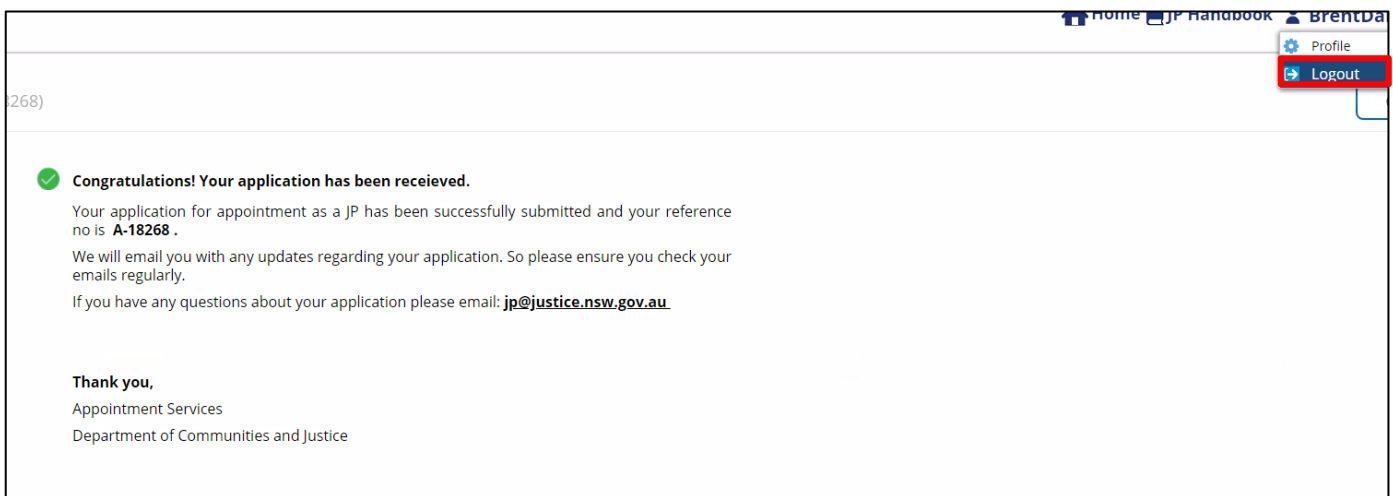
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Step 11: sign out

A message confirming your application has been submitted will display on the next screen.

You can track the status of your application from your JP Online account homepage.

Select **Logout** when you are 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 Fri)