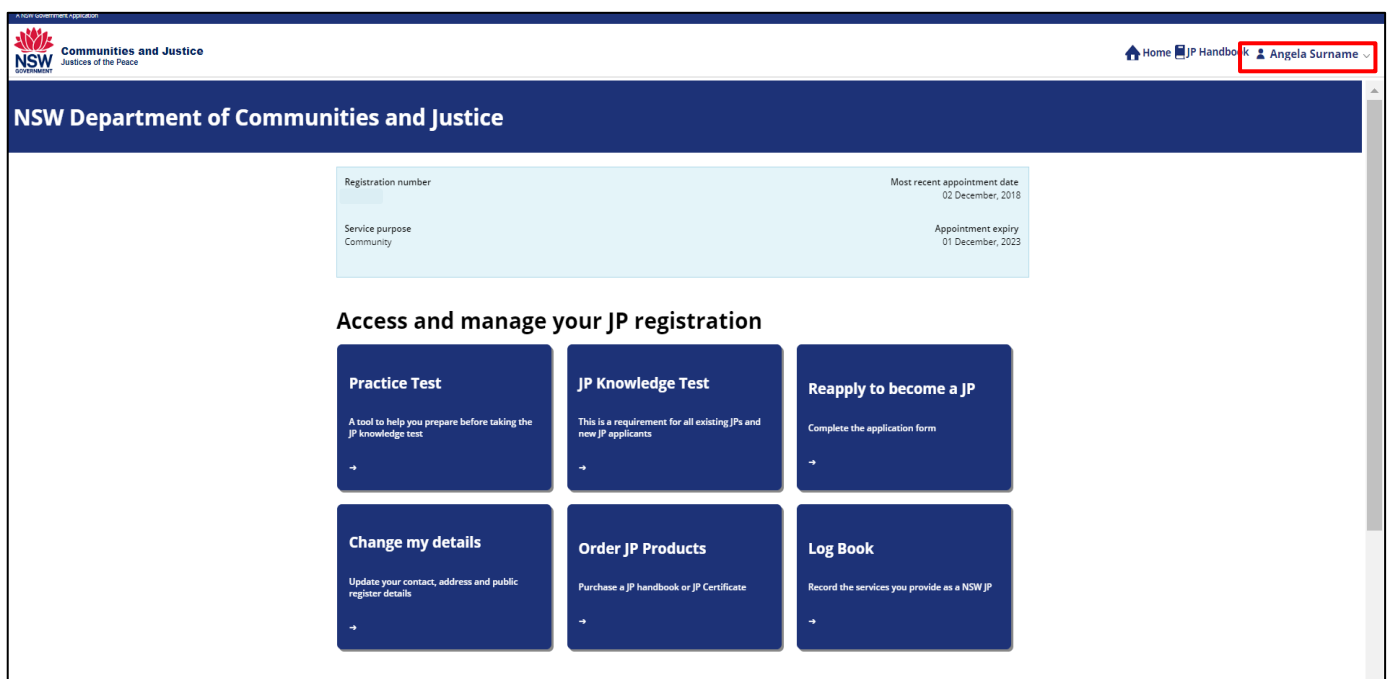


JP Online – update profile

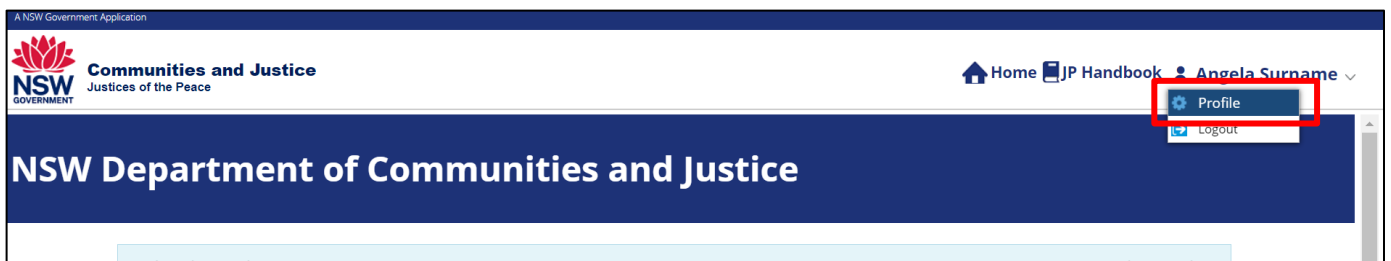
Follow the steps below to update your JP Online profile and account details.

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.



Select Profile.



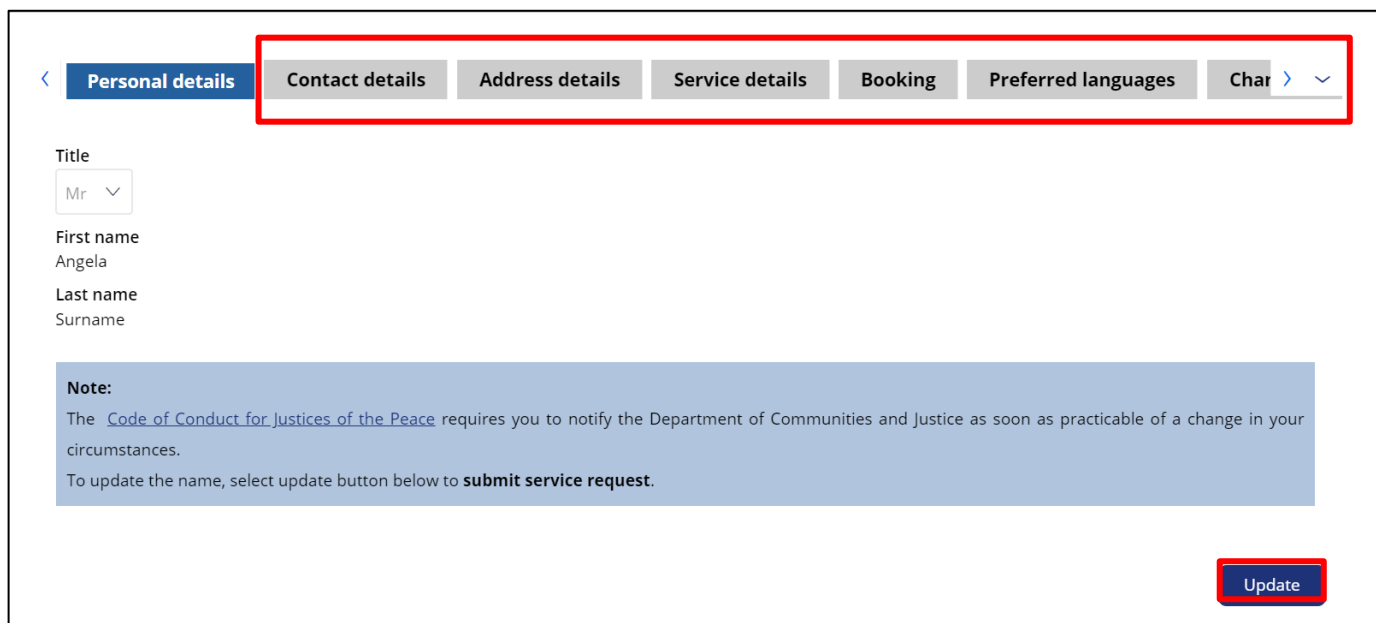
JP Online – update profile

Step 2: enter new details

Click on the relevant tab to update your information. Once updated, select **Update**.

You can update other sections of your profile such as:

- your password
- JP public register details including hours of availability (only available to appointed JPs)
- preferred languages
- your address (only available to appointed JPs).



< **Personal details** | Contact details | Address details | Service details | Booking | Preferred languages | Char > ▾

Title
Mr ▾

First name
Angela

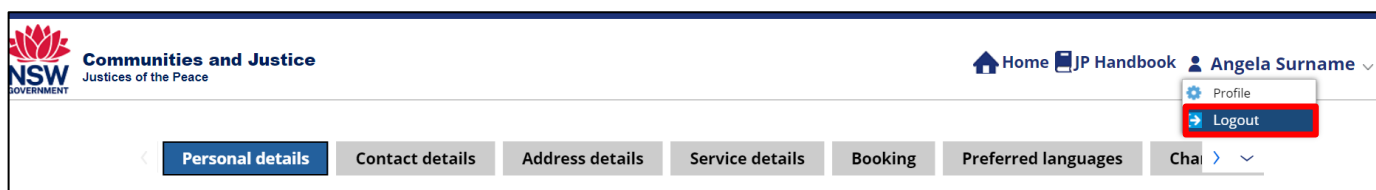
Last name
Surname


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**.

Update

Step 3: sign out

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



 **Communities and Justice**
Justices of the Peace

[Home](#) [JP Handbook](#) Angela Surname ▾

Profile
Logout

< **Personal details** | Contact details | Address details | Service details | Booking | Preferred languages | Char > ▾

JP Online – update profile

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@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)