

New Justices of the Peace online system

Frequently Asked Questions (FAQs) for new applicants

Upcoming changes to the Justices of the Peace online system

1. What is changing?

The Department of Justice is developing a new online system for managing Justice of the Peace (JP) appointments and reappointments. The new system will allow all applicants to manage their JP appointment completely online.

The new system is planned to launch in April 2019. In preparation for the new system, applications for JP appointment will close from **5pm Friday, 11 January 2019 to Sunday, 31 March 2019**.

2. Why is the JP appointment system moving online?

The new online system is designed to make it easier and more efficient for JPs to:

- apply for appointment and reappointment, as identification checks and declarations can be completed online. This will benefit JPs by reducing paperwork and preventing any delays from documents lost in the post.
- nominate the dates and times they are available, helping to reduce the number of unwanted calls or disruptions
- update their contact details, check their JP number and expiry date, and purchase items.

Applying to become a NSW JP

3. How can I apply to become a JP?

If you would like to be appointed as a JP before April 2019, you must submit a completed application form with all of the required supporting documents, including a Member of Parliament's nomination, to the Department of Justice before Friday, 11 January 2019. For more information on eligibility and the application process, please visit the '[Becoming a JP](#)' section at www.jp.nsw.gov.au

Please note that any incomplete or incorrect applications will not be processed during this time, and you will be required to start a new application when the new system launches in April 2019.

To apply to become a JP after April 2019, you will need to register for the new online system and submit an appointment application after the system launches in April 2019. Please note that you will need an email address to register and you will also be required to successfully complete the JP Knowledge Test before you can apply to become a JP.

4. How long does the application process take?

The time it takes to process an application can vary depending on the complexity of the application. While the Department of Justice aims to finalise all applications within three months, in some circumstances it may take up to six months.

5. What is the JP Knowledge Test?

From April 2019, all new JPs will need to successfully complete the JP Knowledge Test. This will be the first step of the application process.

The JP Knowledge test focuses on the roles and responsibilities of a JP and is designed to make sure you understand how to perform JP functions correctly. Everything you need to know to pass the test can be found in the JP Handbook. You can [download a free copy](#) or [buy a hard copy](#) from www.jp.nsw.gov.au

6. I don't have an email address. Can the Department post me any correspondence?

If you don't have an email address, you will need to create one as the appointment application process and all JP correspondence will be moving entirely online from April 2019. There are a number of websites you can use to setup a free email account. If you are unsure how to create an email, we recommend asking a tech-savvy friend or family member for help. If you already have a personal email address and don't want to use this email, we recommend setting up a separate email address for any JP related correspondence.

7. Will I have to pay a fee to become a NSW JP?

No, the department does not charge a fee to become a NSW JP.

For more information

Visit the website at
www.jp.nsw.gov.au

Email
jp@justice.nsw.gov.au

Write to
Appointment Services
NSW Department of Justice
Sydney NSW 2001

Call the JP Infoline
02 8688 7487
(9am-5pm Monday to Friday)