

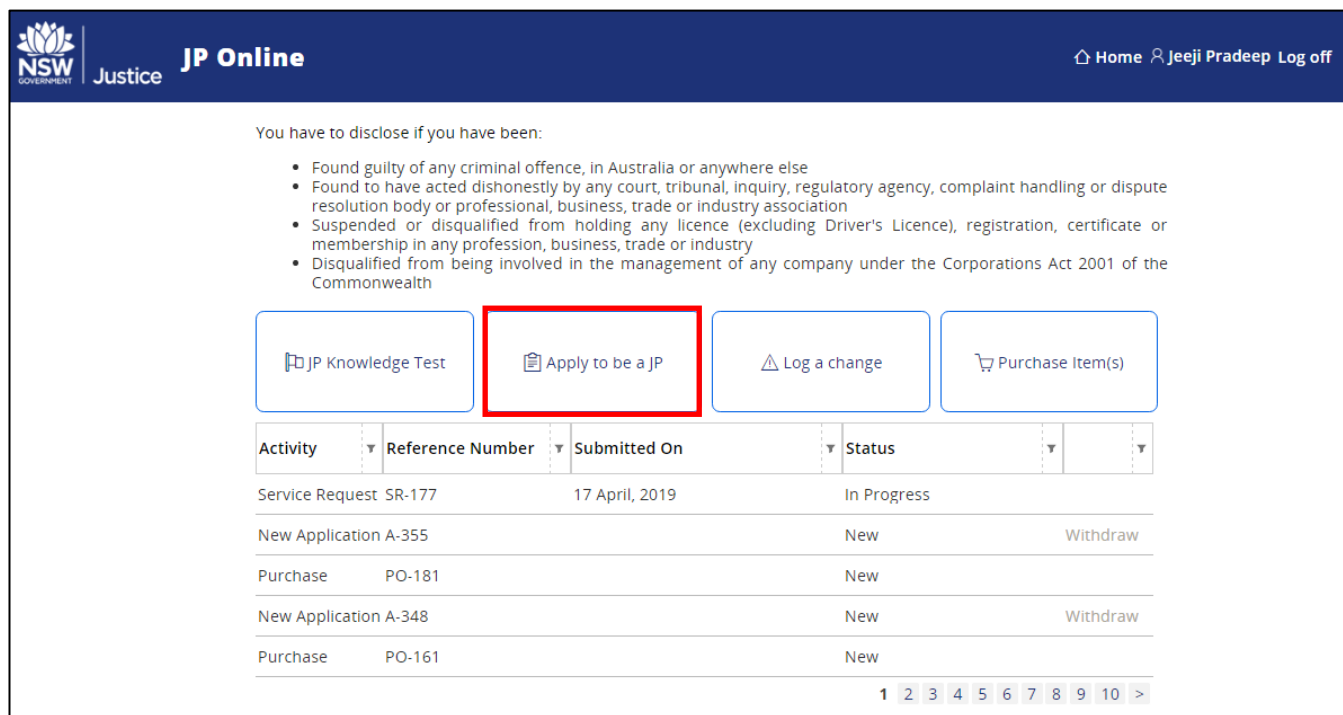
JP Online – apply for appointment

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. For more information about what you will need to complete the application, visit [The appointment process](#) page.

Step 1: log in

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



The screenshot shows the JP Online homepage. At the top left is the NSW Government logo and 'Justice JP Online'. At the top right are links for 'Home', 'Jeeji Pradeep', and 'Log off'. Below the header, there is a section titled 'You have to disclose if you have been:' followed by a list of conditions. Below this is a row of four buttons: 'JP Knowledge Test', 'Apply to be a JP' (highlighted with a red border), 'Log a change', and 'Purchase Item(s)'. Below the buttons is a table with columns for Activity, Reference Number, Submitted On, and Status. The table contains five rows of data. At the bottom right of the table is a pagination control showing numbers 1 through 10 and a greater-than sign.

Activity	Reference Number	Submitted On	Status
Service Request	SR-177	17 April, 2019	In Progress
New Application	A-355		New Withdraw
Purchase	PO-181		New
New Application	A-348		New Withdraw
Purchase	PO-161		New

Read the instructions and privacy policy, then select **Start**.

Dear Justice ,

Congratulations on successfully completing the JP Knowledge test!

Please read carefully 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.
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 Department of Justice conducting background checks, including a National Criminal History Records Check.

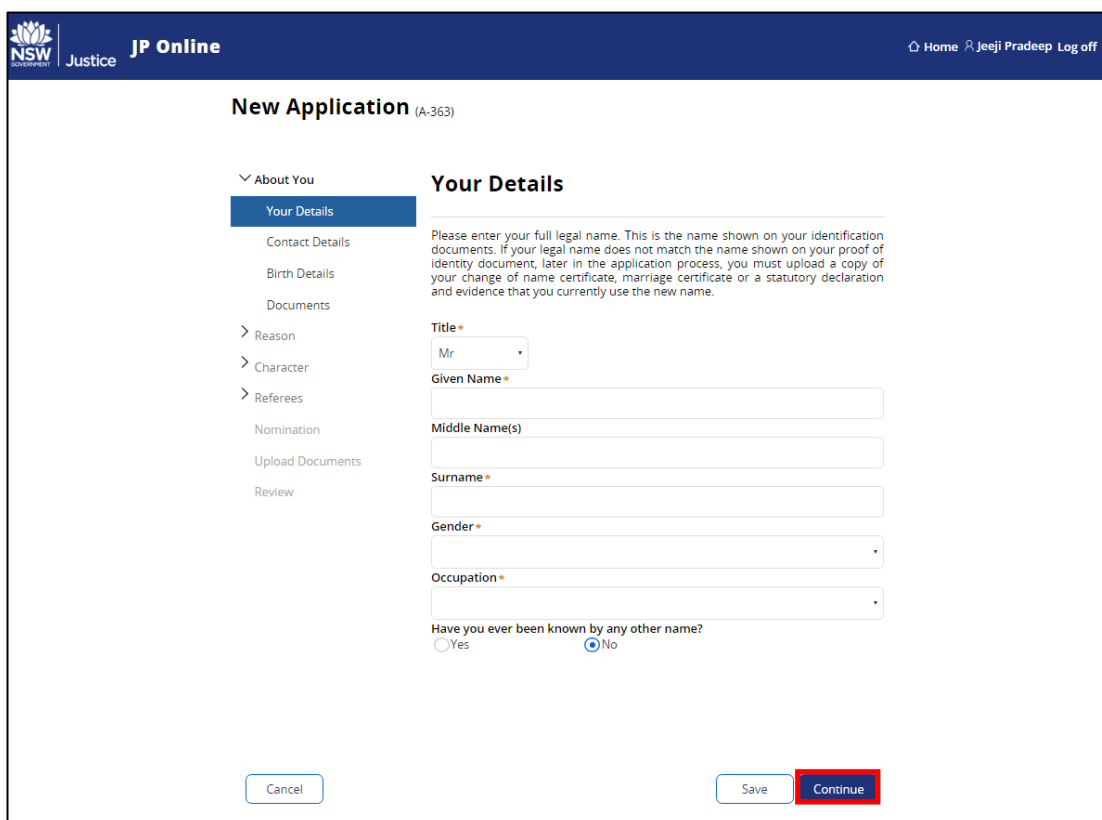
Click **Start** to begin your application for appointment

Step 2: enter personal and contact details

We'll 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.



New Application (A-363)

NSW Government Justice **JP Online** Home R Jeeji Pradeep Log off

About You

- Your Details
- Contact Details
- Birth Details
- Documents
- Reason
- Character
- Referees
- Nomination
- Upload Documents
- Review

Your Details

Please enter your full legal name. This is the name shown on your identification documents. If your legal name does not match the name shown on your proof of identity document, later in the application process, you must upload a copy of your change of name certificate, marriage certificate or a statutory declaration and evidence that you currently use the new name.

Title *
Mr

Given Name *

Middle Name(s)

Surname *

Gender *

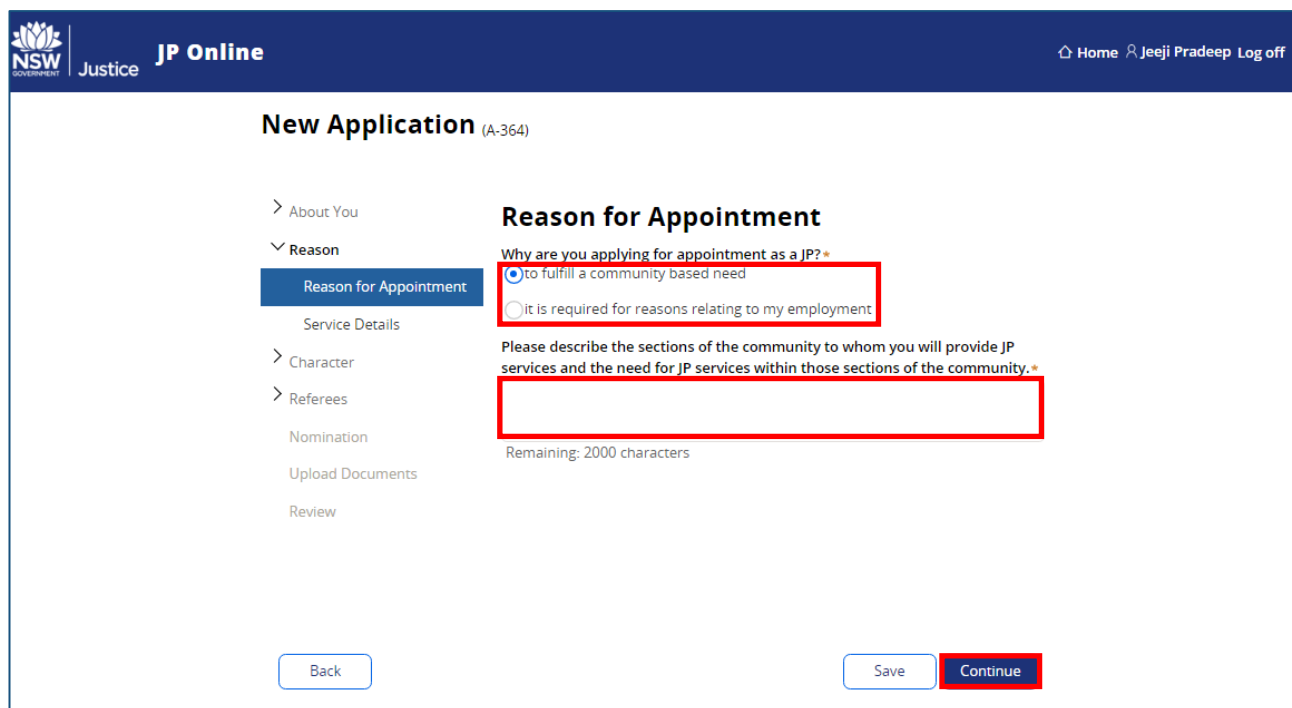
Occupation *

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

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.



New Application (A-364)

- > About You
- Reason
 - Reason for Appointment**
 - Service Details
- > Character
- > Referees
- Nomination
- Upload Documents
- Review

Reason for Appointment

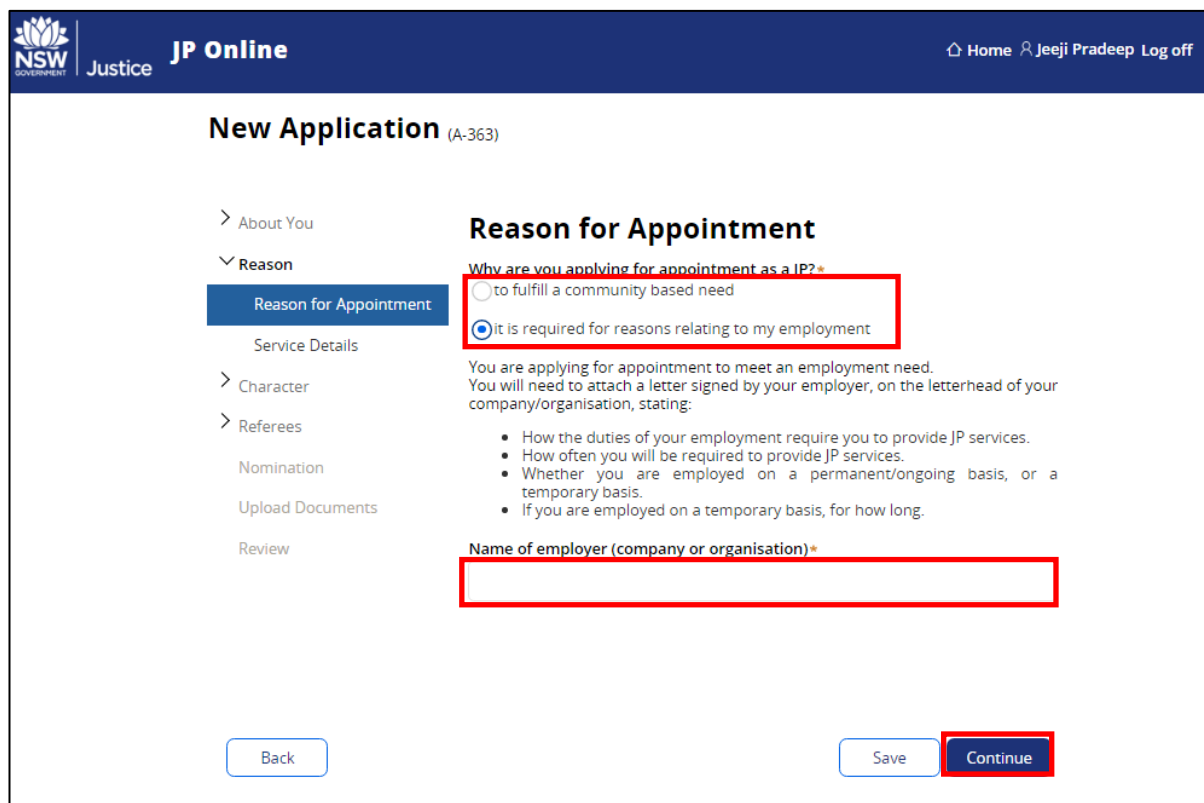
Why are you applying for appointment as a JP? *

to fulfill a community based need
 it is required for reasons relating to my employment

Please describe the sections of the community to whom you will provide JP services and the need for JP services within those sections of the community. *

Remaining: 2000 characters

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.



New Application (A-363)

- > About You
- Reason
 - Reason for Appointment**
 - Service Details
- > Character
- > Referees
- Nomination
- Upload Documents
- Review

Reason for Appointment

Why are you applying for appointment as a JP? *

to fulfill a community based need
 it is required for reasons relating to my employment

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) *

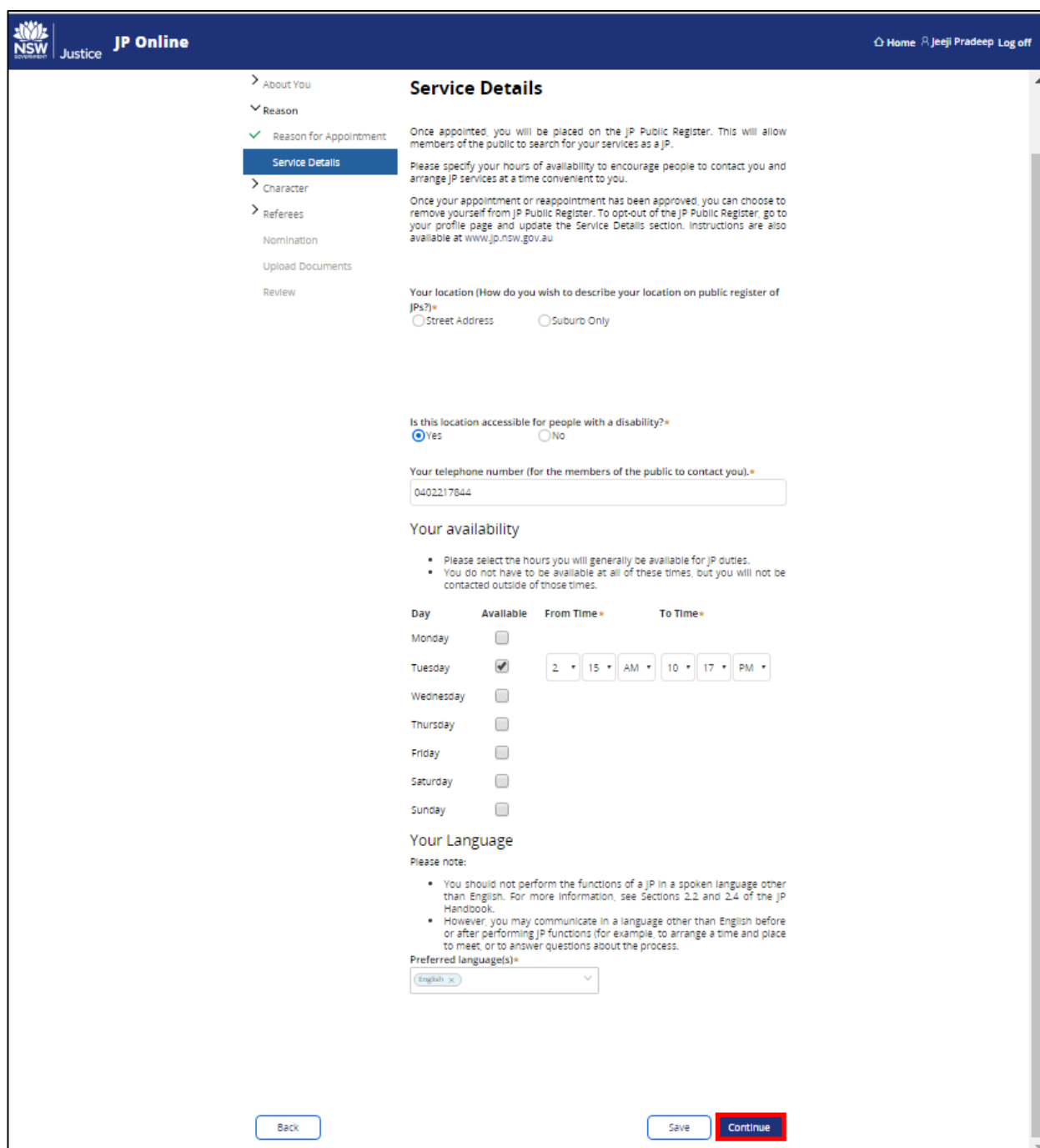
Step 4: enter service details

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**.



NSW Justice JP Online Home Jeeji Pradeep Log off

Service Details

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 specify your hours of availability to encourage people to contact you and arrange JP services at a time convenient to you.

Once your appointment or reappointment has been approved, you can choose to remove yourself from JP Public Register. To opt-out of the JP Public Register, go to your profile page and update the Service Details section. Instructions are also available at www.jp.nsw.gov.au

Your location (How do you wish to describe your location on public register of JPs?)*

Street Address Suburb Only

Is this location accessible for people with a disability?*

Yes No

Your telephone number (for the members of the public to contact you).*

0402217844

Your availability

- Please select the hours you will generally be available for JP duties.
- You do not have to be available at all of these times, but you will not be contacted outside of those times.

Day	Available	From Time*	To Time*
Monday	<input type="checkbox"/>		
Tuesday	<input checked="" type="checkbox"/>	2 15 AM	10 17 PM
Wednesday	<input type="checkbox"/>		
Thursday	<input type="checkbox"/>		
Friday	<input type="checkbox"/>		
Saturday	<input type="checkbox"/>		
Sunday	<input type="checkbox"/>		

Your Language

Please note:

- You should 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).

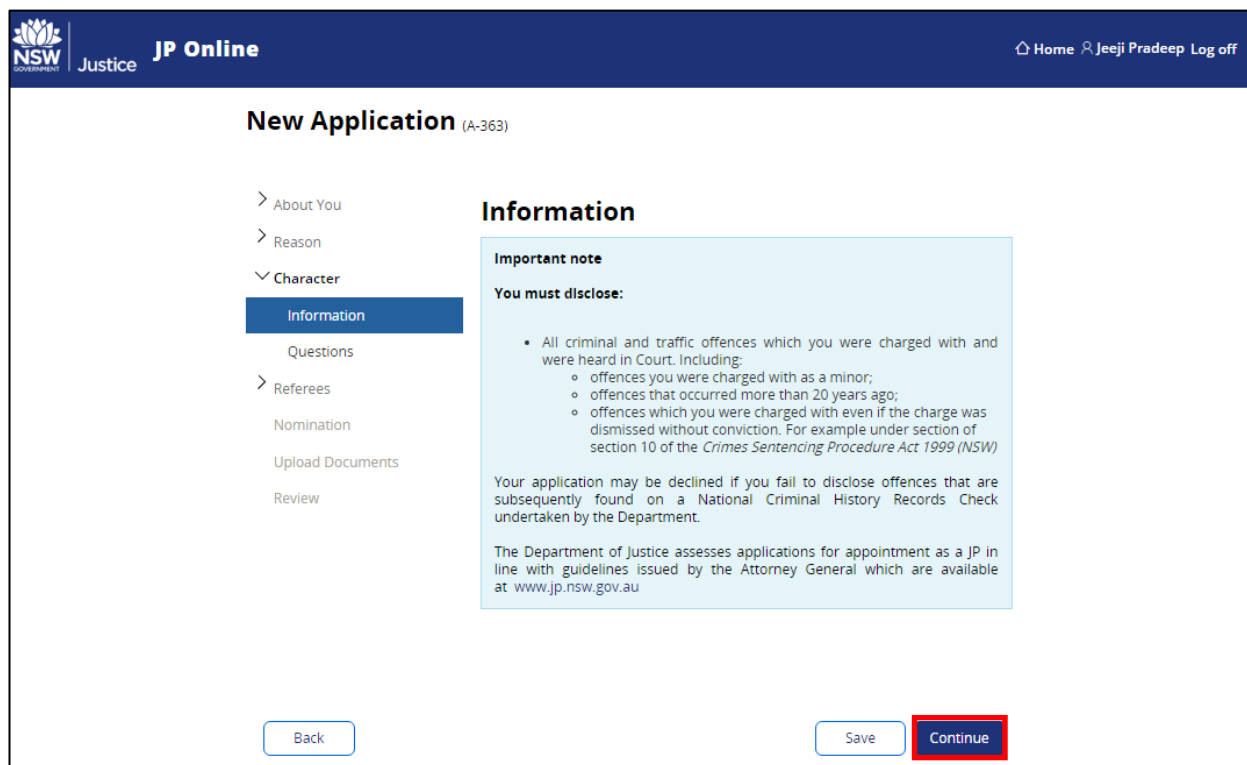
Preferred language(s)*

English x

Back Save **Continue**

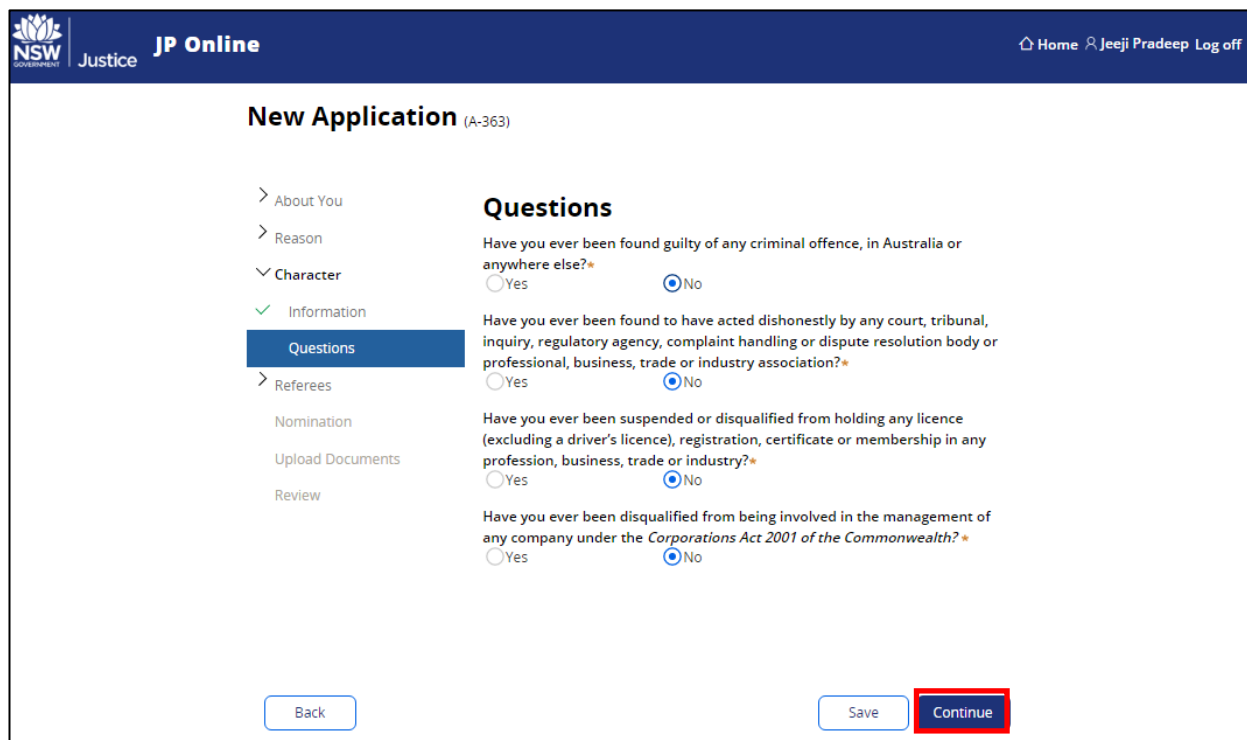
Step 5: disclose criminal offences

Read the disclosure notice, then select **Continue**.



The screenshot shows the 'New Application' page in the 'JP Online' system. The page title is 'New Application (A-363)'. On the left, there is a navigation menu with options: 'About You', 'Reason', 'Character', 'Information' (selected), 'Questions', 'Referees', 'Nomination', 'Upload Documents', and 'Review'. The main content area is titled 'Information' and contains an 'Important note' box. The note states: '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)'. Below the note, it says: 'Your application may be declined if you fail to disclose offences that are subsequently found on a National Criminal History Records Check undertaken by the Department. The Department of Justice assesses applications for appointment as a JP in line with guidelines issued by the Attorney General which are available at www.jp.nsw.gov.au'. At the bottom of the page, there are three buttons: 'Back', 'Save', and 'Continue' (highlighted with a red border).

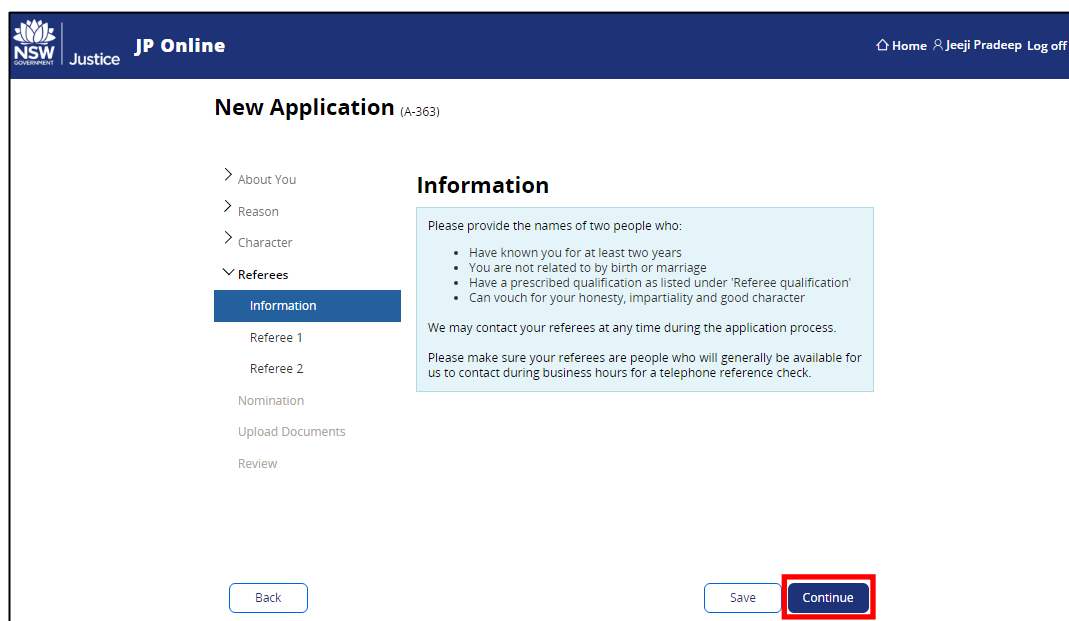
We will ask you to disclose any criminal offences including traffic offences and spent convictions. Answer the questions, then select **Continue**.



The screenshot shows the 'New Application' page in the 'JP Online' system, now in the 'Questions' section. The page title is 'New Application (A-363)'. On the left, the navigation menu is updated: 'Information' is now selected, and 'Questions' is highlighted. The main content area is titled 'Questions' and contains three questions, each with 'Yes' and 'No' radio button options. The first question is: 'Have you ever been found guilty of any criminal offence, in Australia or anywhere else?*' with 'No' selected. The second question is: '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?*' with 'No' selected. The third question is: '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?*' with 'No' selected. The fourth question is: 'Have you ever been disqualified from being involved in the management of any company under the Corporations Act 2001 of the Commonwealth?*' with 'No' selected. At the bottom of the page, there are three buttons: 'Back', 'Save', and 'Continue' (highlighted with a red border).

Step 6: provide referees

Read the instructions then select **Continue**.



New Application (A-363)

- > About You
- > Reason
- > Character
- ▼ **Referees**
 - Information**
 - Referee 1
 - Referee 2
 - Nomination
 - Upload Documents
 - Review

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

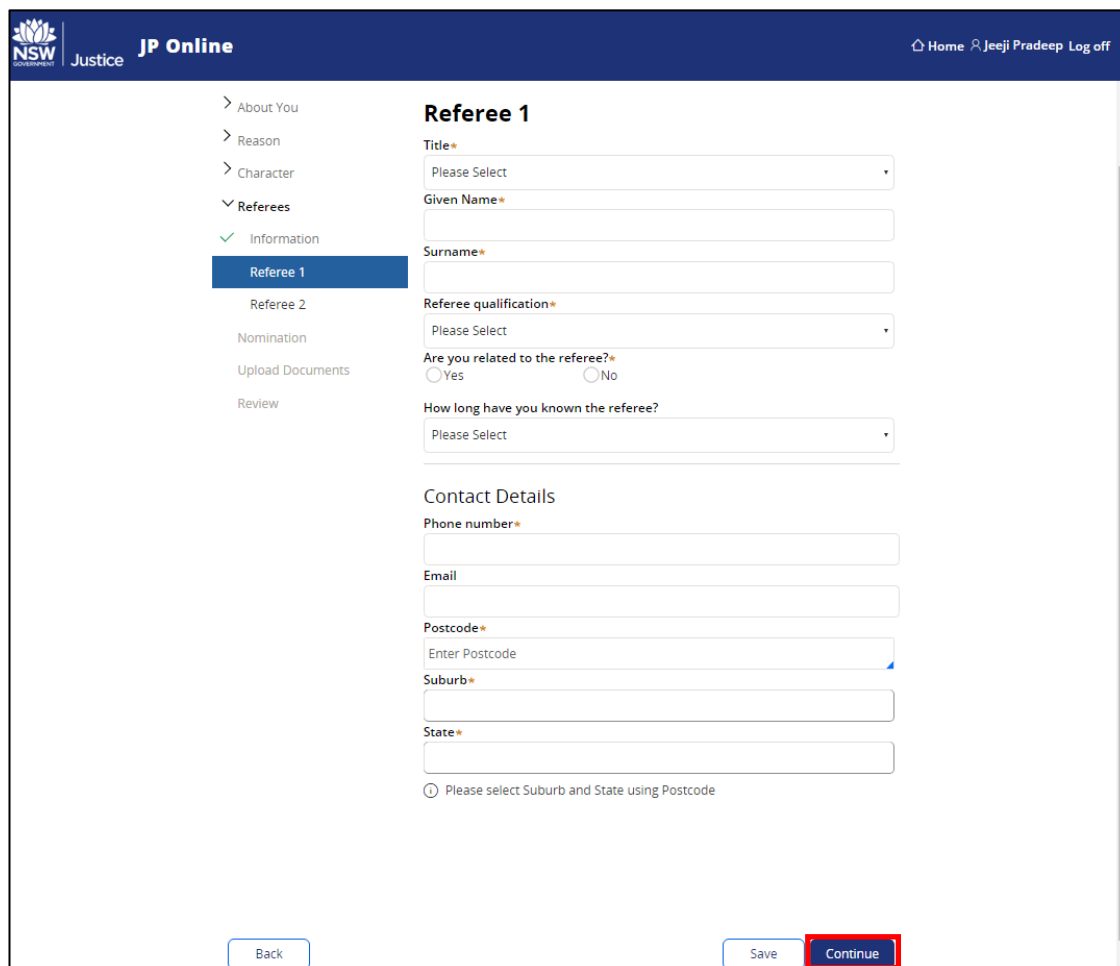
We may contact your referees at any time during the application process.

Please make sure your referees are people who will generally be available for us to contact during business hours for a telephone reference check.

[Back](#) [Save](#) [Continue](#)

Enter the referee's details, then select **Continue**.

Follow the same steps for your second referee.



Referee 1

Title*
Please Select

Given Name*
[Text Field]

Surname*
[Text Field]

Referee qualification*
Please Select

Are you related to the referee?*
 Yes No

How long have you known the referee?*
Please Select

Contact Details

Phone number*
[Text Field]

Email
[Text Field]

Postcode*
Enter Postcode

Suburb*
[Text Field]

State*
[Text Field]

ⓘ Please select Suburb and State using Postcode

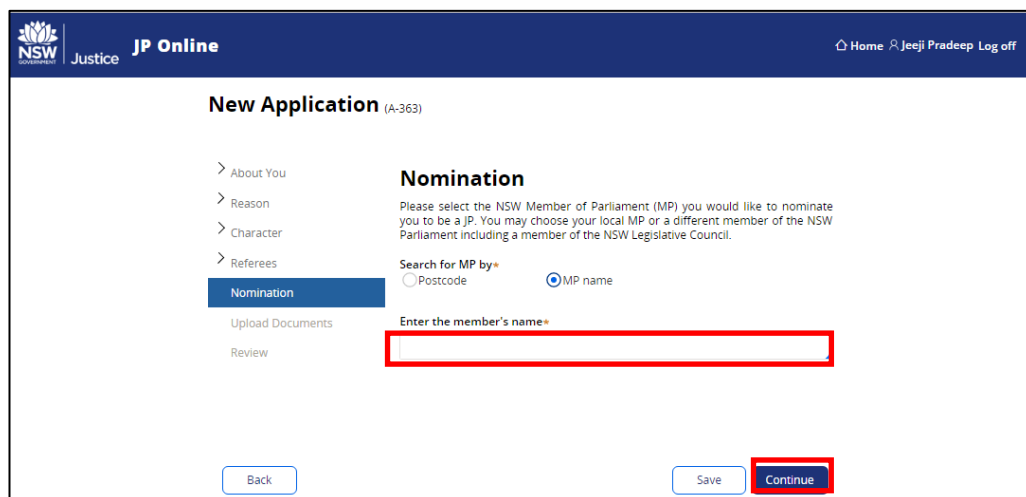
[Back](#) [Save](#) [Continue](#)

Step 7: request NSW Member of Parliament nomination

Select a NSW Member of NSW Parliament (MP) to consider nominating you for appointment. Select **Postcode** or **MP Name** to search for an MP.

Start typing in the search field. A list will display, then select the MP from the list.

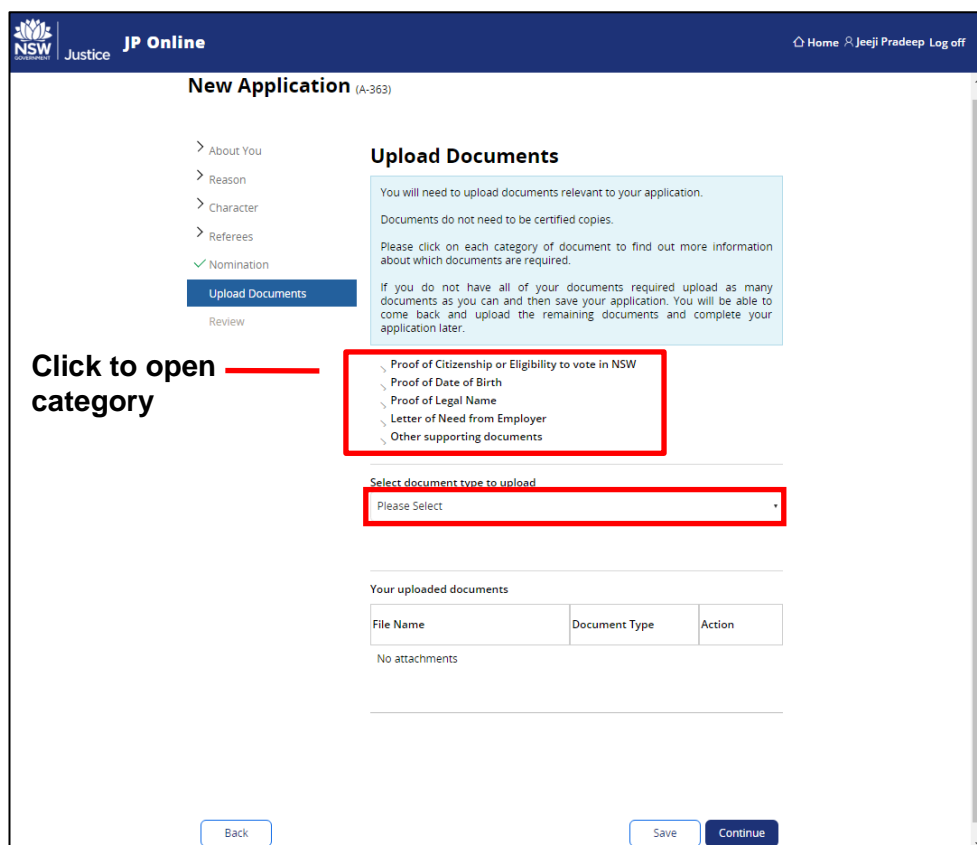
Select **Continue**.



Step 8: upload documents

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

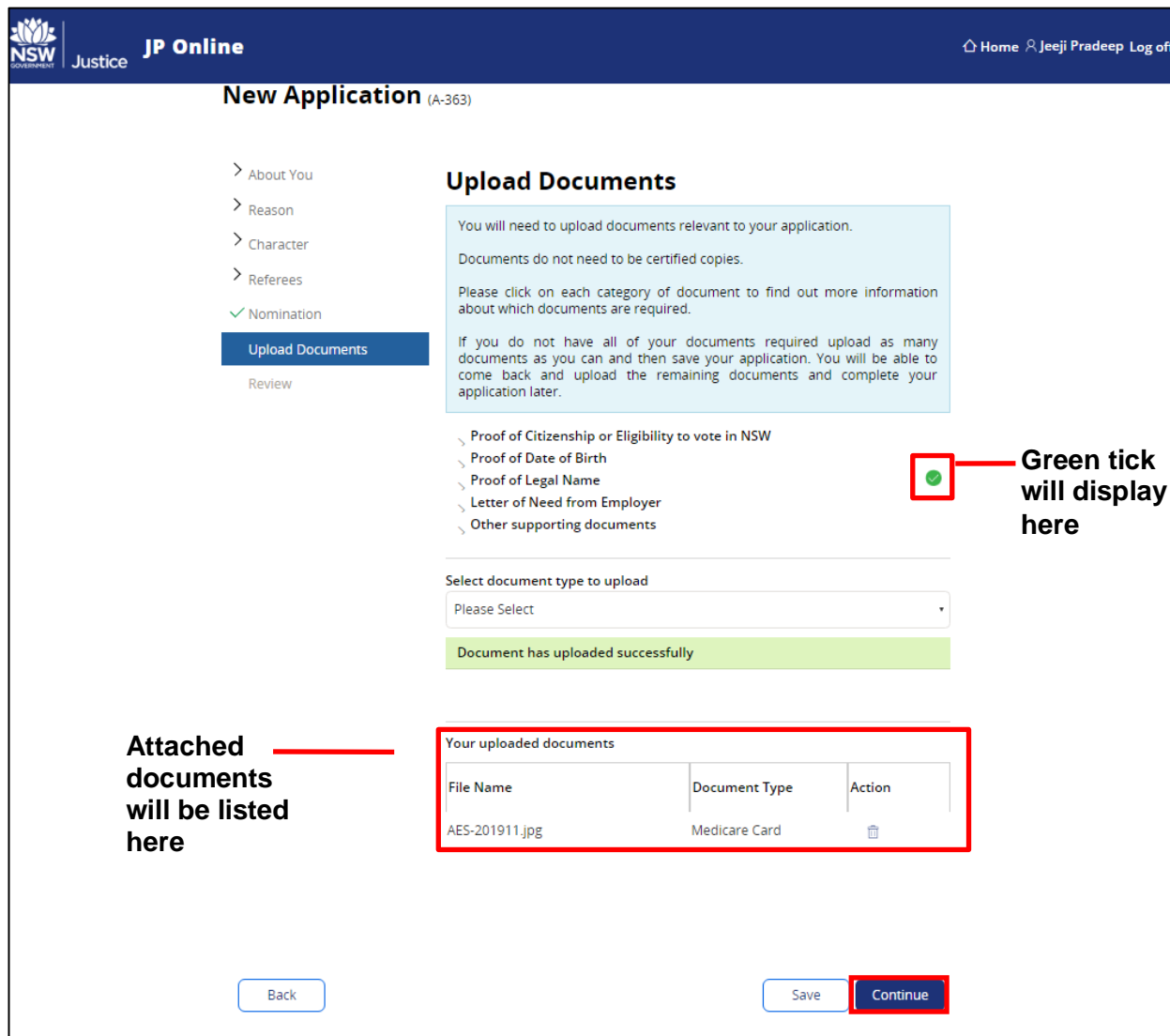
Click to open each category to find out what document types are accepted. Then, select the document type from the drop-down menu.



After you select the document type, more fields will display. Enter the required details, then select **Upload Document** to attach a copy of the document.

Once you attach a copy, the document details will show in the uploaded documents table and a green tick will display next to the relevant category.

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



New Application (A-363)

- > About You
- > Reason
- > Character
- > Referees
- ✓ Nomination
- Upload Documents**
- Review

Upload Documents

You will need to upload documents relevant to your application.
Documents do not need to be certified copies.
Please click on each category of document to find out more information about which documents are required.


If you do not have all of your documents required upload as many documents as you can and then save your application. You will be able to come back and upload the remaining documents and complete your application later.

- > Proof of Citizenship or Eligibility to vote in NSW
- > Proof of Date of Birth
- > Proof of Legal Name
- > Letter of Need from Employer
- > Other supporting documents

Select document type to upload
Please Select

Document has uploaded successfully

Attached documents will be listed here

File Name	Document Type	Action
AES-201911.jpg	Medicare Card	

Green tick will display here

Back Save **Continue**

Step 9: review application

Click each section of the application to open and review your details.

Read and agree to the declaration, then select **Finish**.

New Application (A-322)

- > About You
- > Reason
- > Character
- > References
- ✓ Nomination
- ✓ Upload Documents
- Review

Review

▼ About You

Title Given Name Surname
Dr. Justice Online10

Date of Birth Country of Birth State of Birth Town of Birth
12 March, 1990AUS NSW Fairfield

Gender
Female

Do you have an Australian driver licence?
No

Occupation
Database Administrator

Residential Address

Apartment/Unit/Suite Number
—

Street Number
—

Street Name
Add L1 Street
Street Type
—

Suburb/Town/Ci State Postcode
Add L2 NSW 2042

Is your postal address the same as residential address above?
Yes

Contact Details

Preferred Primary Contact
Mobile Phone
—

Mobile Phone Home Phone Work Phone
402217844 — —

Contact Email

Registered Email ID Correspondence Email ID
— jponline10@gmail.com

- > Reason
- > Character
- > References
- > MP Nomination
- > Declaration

I declare that all the information provided in this application is true and correct.

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 my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

Back
Save
Finish

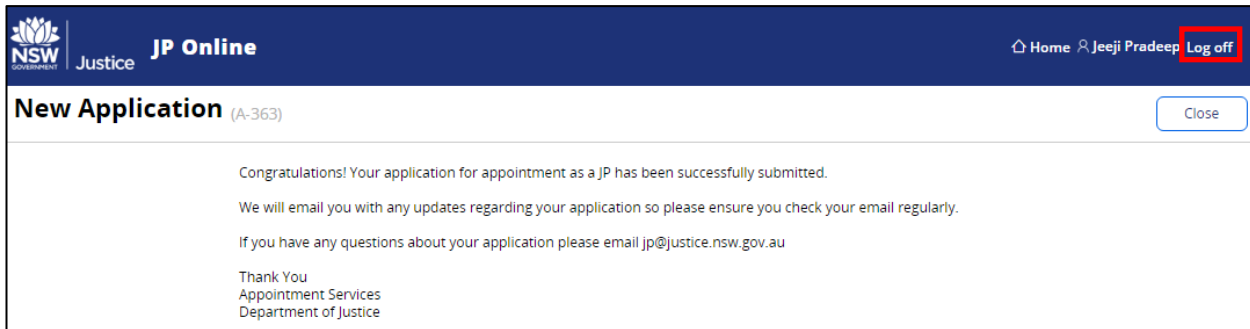
Click to open each category

Step 10: 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 **Log off** when you are finished to keep your account secure.



The screenshot shows the 'JP Online' interface. The header includes the NSW Government logo, 'Justice JP Online', and navigation links for 'Home', 'Jeeji Pradeep', and 'Log off'. The main content area is titled 'New Application (A-363)' and contains the following text:

Congratulations! Your application for appointment as a JP has been successfully submitted.

We will email you with any updates regarding your application so please ensure you check your email regularly.

If you have any questions about your application please email jp@justice.nsw.gov.au

Thank You
Appointment Services
Department of Justice

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)**