When your term is approaching expiry, you'll receive a courtesy email reminder to apply for reappointment. It's your responsibility to apply for reappointment before the end of your term.

You must register for JP Online and pass the JP Knowledge Test before you can start a reappointment application.

The reappointment application takes approximately 15 minutes to complete using JP Online. Visit Information and Services for JPs for more information about what you will need to complete the application.

Step 1: log in

Go to JP Online and log in to your account. Select Re-apply to be a JP from the homepage.
Read the instructions and privacy policy, then select Start.

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.
Step 3: outline reason for applying

Select why you are applying for reappointment. 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 reappointment as a JP.

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.
Step 4: update 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**.
Step 5: disclose criminal offences

Read the disclosure notice, then select Continue.

We will ask you to disclose any criminal offences including traffic offences and spent convictions. Answer the questions, then select Continue.
Step 6: upload documents

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

Click to open each category to find out which 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.
Step 7: review application

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

Read and agree to the declaration, then select Finish.
Step 8: 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.

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)