

JP Online – apply for reappointment

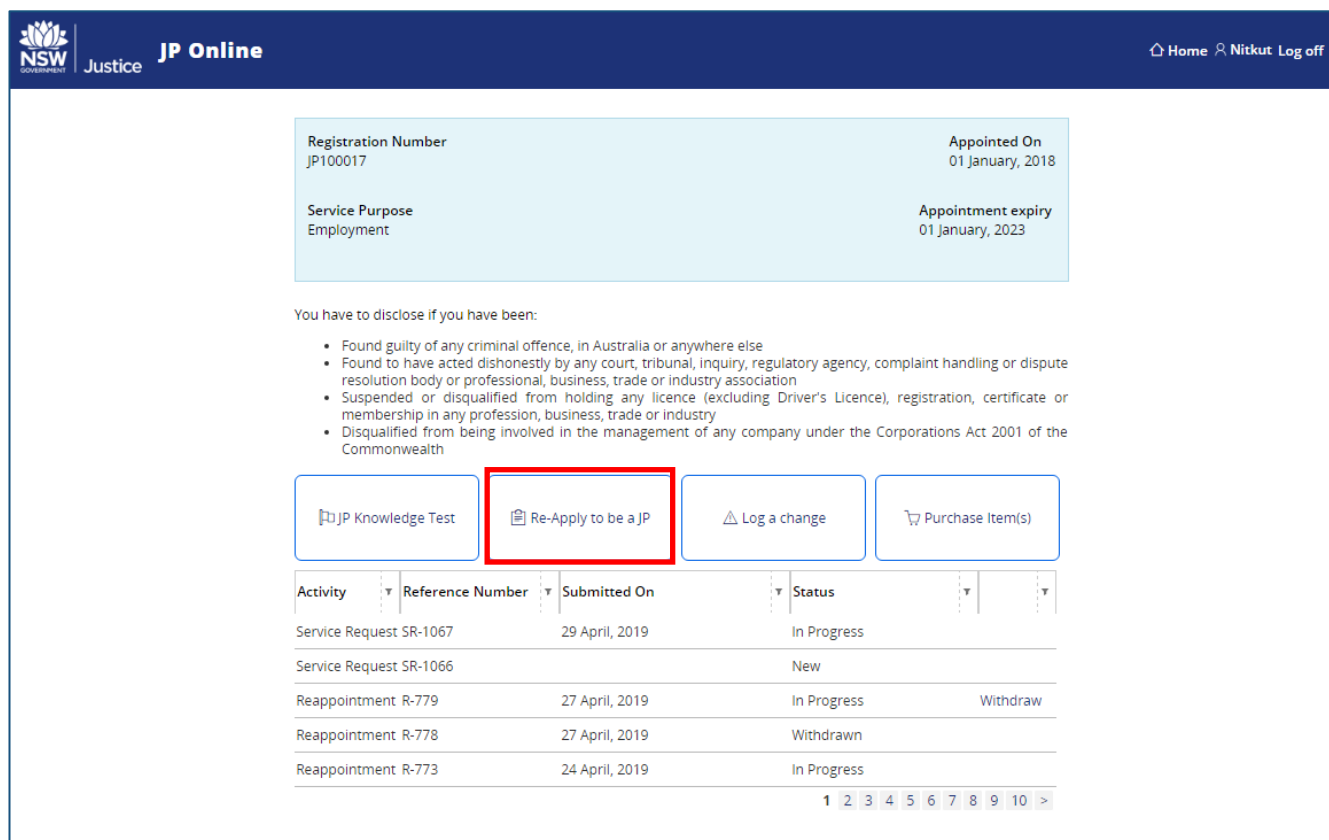
When your term is approaching expiry, you'll receive a courtesy email reminder to apply for reappointment. It's your responsibility to apply for reappointment before the end of your term.

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.



NSW Justice **JP Online** Home Nitkut Log off

Registration Number JP100017	Appointed On 01 January, 2018
Service Purpose Employment	Appointment expiry 01 January, 2023

You have to disclose if you have been:

- Found guilty of any criminal offence, in Australia or anywhere else
- 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
- Suspended or disqualified from holding any licence (excluding Driver's Licence), registration, certificate or membership in any profession, business, trade or industry
- Disqualified from being involved in the management of any company under the Corporations Act 2001 of the Commonwealth

JP Knowledge Test

Re-Apply to be a JP

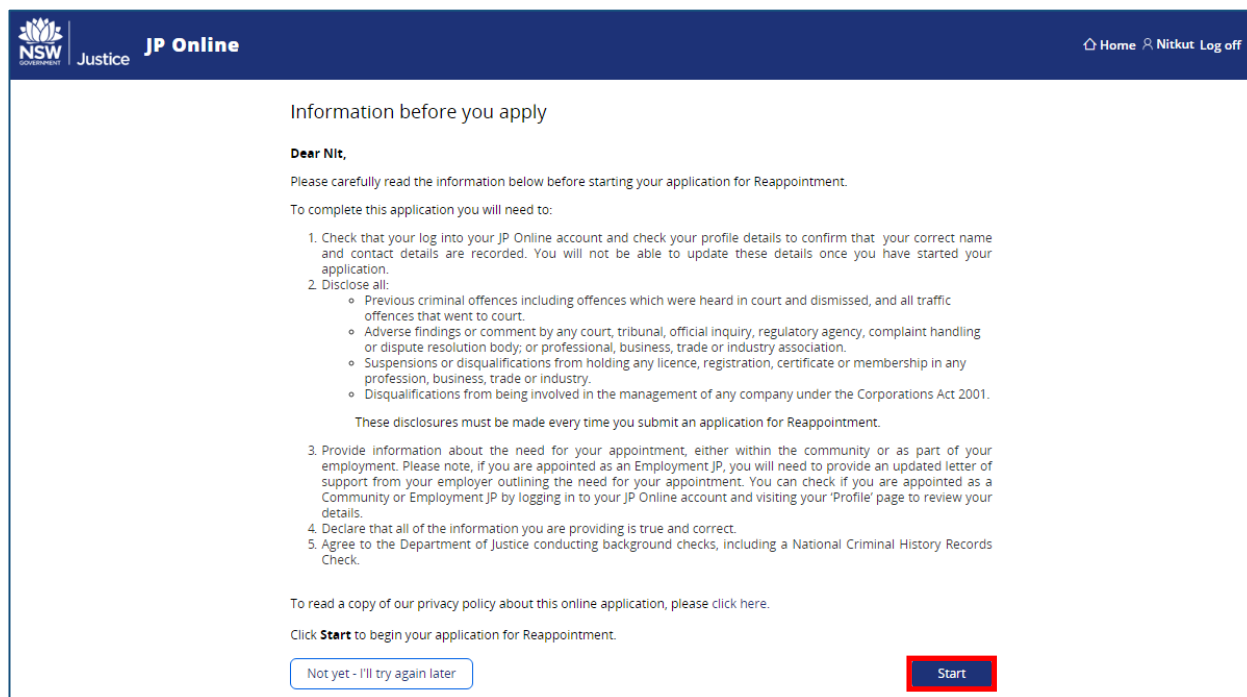
Log a change

Purchase Item(s)

Activity	Reference Number	Submitted On	Status
Service Request SR-1067		29 April, 2019	In Progress
Service Request SR-1066			New
Reappointment R-779		27 April, 2019	In Progress Withdraw
Reappointment R-778		27 April, 2019	Withdrawn
Reappointment R-773		24 April, 2019	In Progress

1 2 3 4 5 6 7 8 9 10 >

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



Information before you apply

Dear Nit,

Please carefully read the information below before starting your application for Reappointment.

To complete this application you will need to:

1. Check that your log into your JP Online account and check your profile details to confirm that your correct name and contact details are recorded. You will not be able to update these details once you have started your application.
2. Disclose all:
 - o Previous criminal offences including offences which were heard in court and dismissed, and all traffic offences that went to court.
 - o 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.
 - o Suspensions or disqualifications from holding any licence, registration, certificate or membership in any profession, business, trade or industry.
 - o Disqualifications from being involved in the management of any company under the Corporations Act 2001.

These disclosures must be made every time you submit an application for Reappointment.

3. Provide information about the need for your appointment, either within the community or as part of your employment. Please note, if you are appointed as an Employment JP, you will need to provide an updated letter of support from your employer outlining the need for your appointment. You can check if you are appointed as a Community or Employment JP by logging in to your JP Online account and visiting your 'Profile' page to review your details.
4. Declare that all of the information you are providing is true and correct.
5. Agree to the Department of Justice conducting background checks, including a National Criminal History Records Check.

To read a copy of our privacy policy about this online application, please [click here](#).

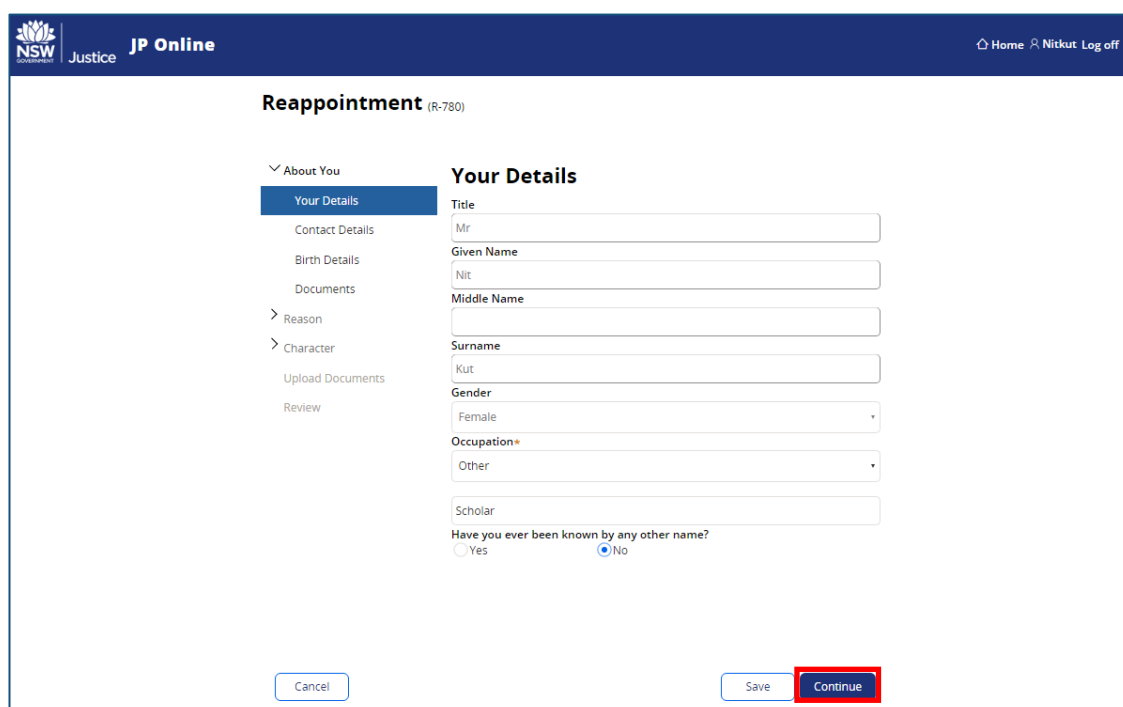
Click **Start** to begin your application for Reappointment.

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.



Reappointment (R-780)

About You
 Your Details
 Contact Details
 Birth Details
 Documents
 Reason
 Character
 Upload Documents
 Review

Your Details

Title
Mr

Given Name
Nit

Middle Name

Surname
Kut

Gender
Female

Occupation*
Other

Scholar

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

Step 3: outline reason for applying

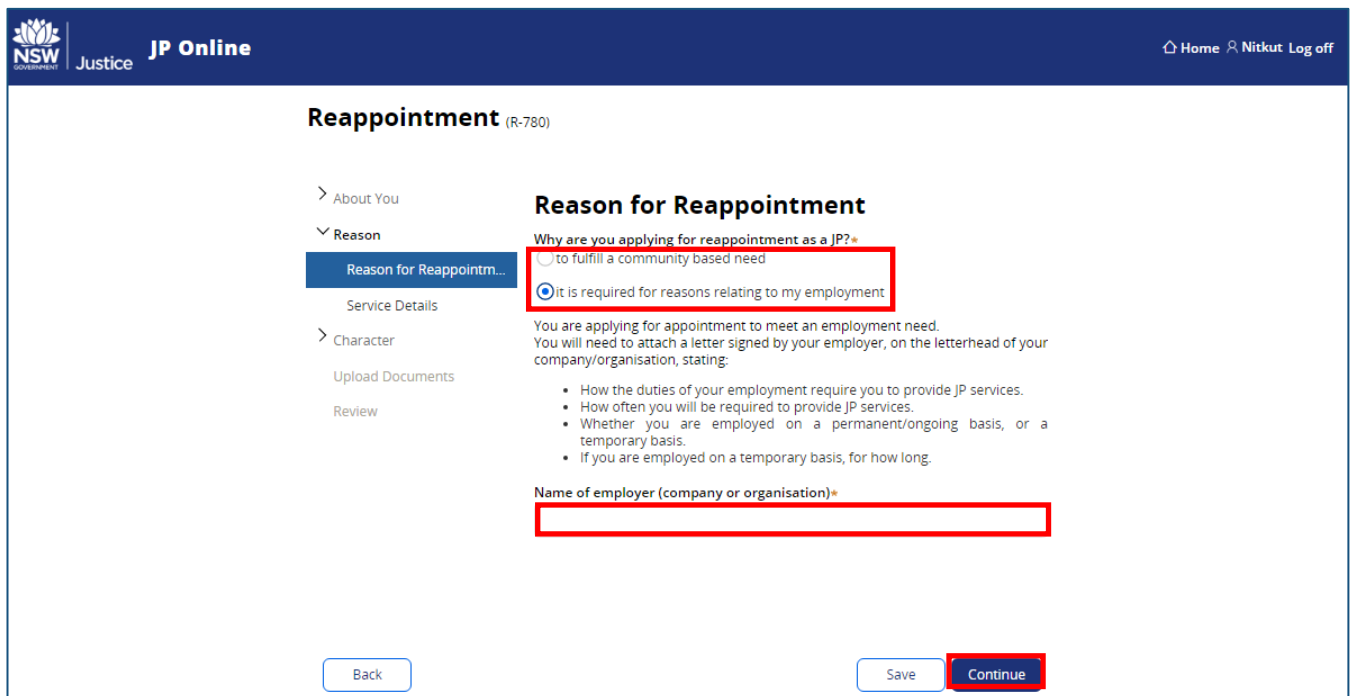
Select why you are applying for reappointment. Answer the question, then select **Continue**.

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



The screenshot shows the 'Reason for Reappointment' form (R-138) in the JP Online system. The left sidebar contains a navigation menu with 'Reason for Reappointment...' selected. The main content area asks 'Why are you applying for reappointment as a JP?*' with two radio button options: 'to fulfill a community based need' (selected) and 'it is required for reasons relating to my employment'. Below this, a text box prompts the user to describe the community sections and the need for JP services, with a 'Remaining: 2000 characters' indicator. At the bottom, there are 'Back', 'Save', and 'Continue' buttons.

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.



The screenshot shows the 'Reason for Reappointment' form (R-780) in the JP Online system. The left sidebar contains a navigation menu with 'Reason for Reappointment...' selected. The main content area asks 'Why are you applying for reappointment as a JP?*' with two radio button options: 'to fulfill a community based need' and 'it is required for reasons relating to my employment' (selected). Below this, the form states '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:' followed by a bulleted list of requirements:

- 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.

 A text box below asks for the 'Name of employer (company or organisation)*'. At the bottom, there are 'Back', 'Save', and 'Continue' buttons.

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**.

- > About You
- > Reason
- ✓ Reason for Reappointm...
- Service Details
- > Character
- Upload Documents
- Review

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).*

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"/>	9 : 00 AM	5 : 00 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:

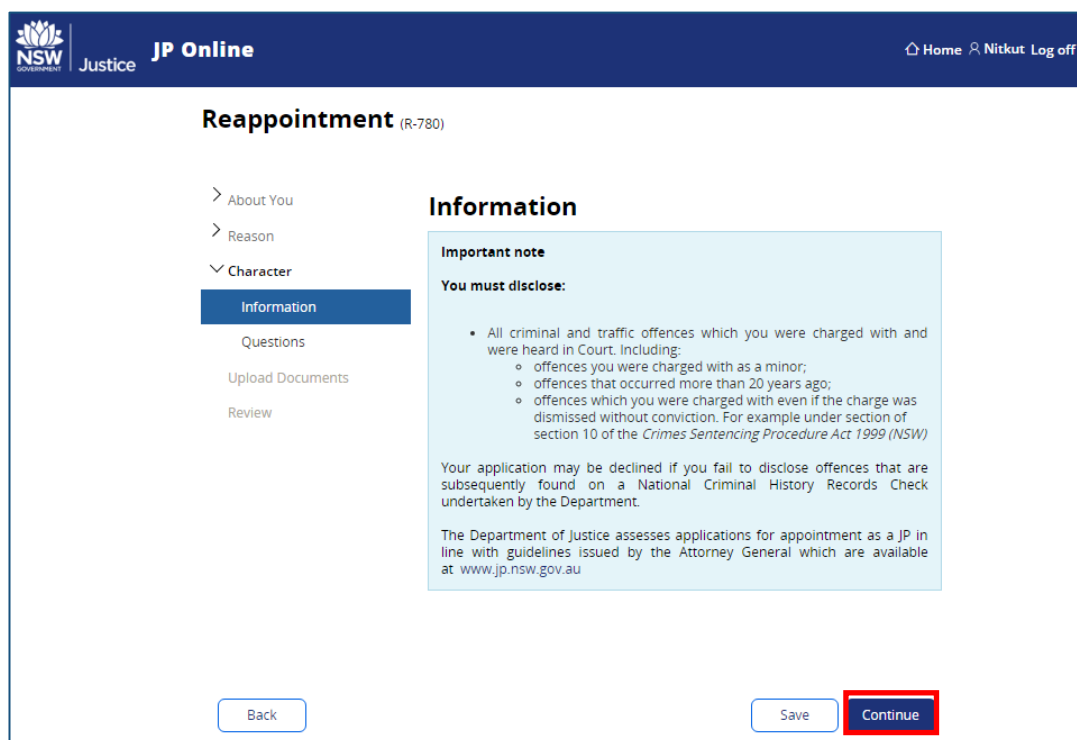
- You should not perform the functions of a JP in a spoken language other than English. For more information, see Sections 2.2 and 2.4 of the JP Handbook.
- However, you may communicate in a language other than English before or after performing JP functions (for example, to arrange a time and place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

Preferred language(s)*

Back
Save
Continue

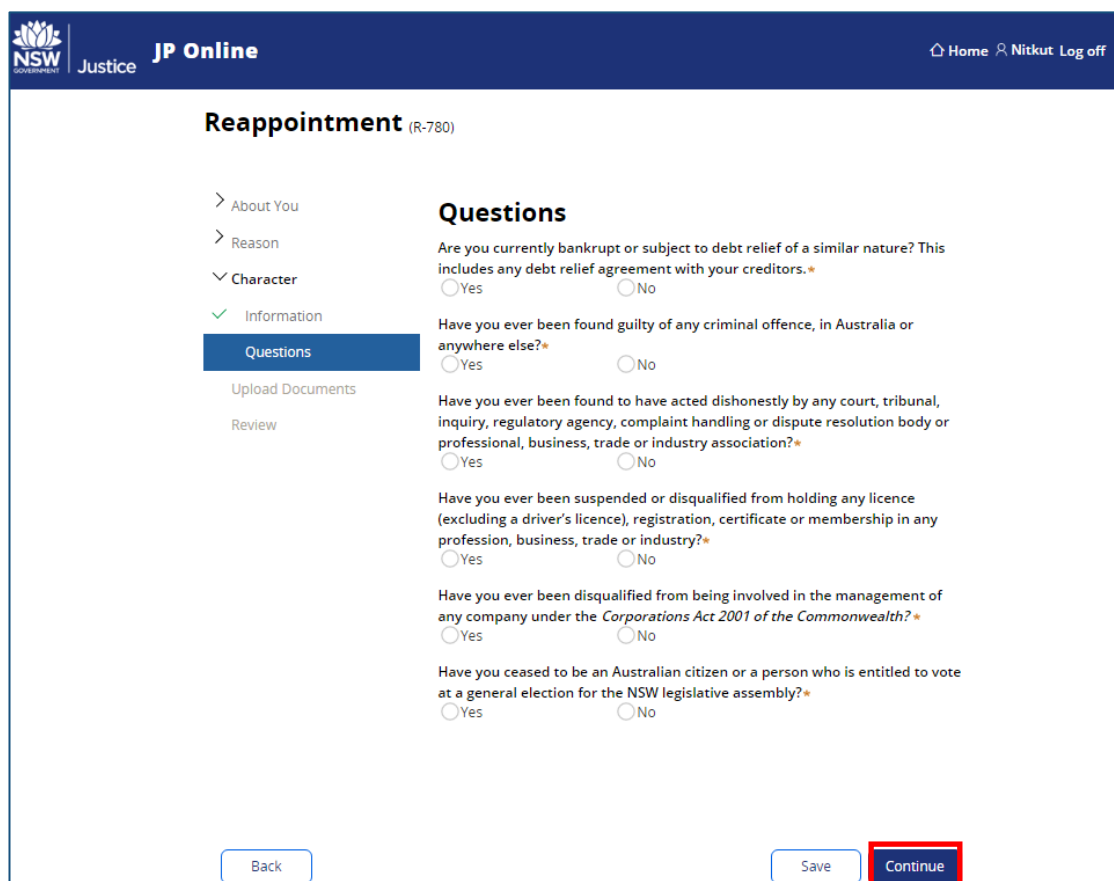
Step 5: disclose criminal offences

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



The screenshot shows the 'Reappointment (R-780)' page in the 'JP Online' system. The left sidebar contains a navigation menu with options: 'About You', 'Reason', 'Character', 'Information' (selected), 'Questions', 'Upload Documents', and 'Review'. The main content area is titled 'Information' and features 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, there is a warning: '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.' At the bottom of the page, there are three buttons: 'Back', 'Save', and 'Continue' (highlighted with a red box).

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 'Reappointment (R-780)' page in the 'JP Online' system, now in the 'Questions' section. The left sidebar navigation menu is updated: 'Information' is now marked with a green checkmark, and 'Questions' is selected and highlighted in blue. The main content area is titled 'Questions' and contains five questions, each with radio button options for 'Yes' and 'No':
 1. 'Are you currently bankrupt or subject to debt relief of a similar nature? This includes any debt relief agreement with your creditors.*'
 2. 'Have you ever been found guilty of any criminal offence, in Australia or anywhere else?*' (Note: 'anywhere else' is highlighted in orange)
 3. '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?*' (Note: 'anywhere else' is highlighted in orange)
 4. '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?*' (Note: 'anywhere else' is highlighted in orange)
 5. 'Have you ever been disqualified from being involved in the management of any company under the Corporations Act 2001 of the Commonwealth?*' (Note: 'anywhere else' is highlighted in orange)
 6. 'Have you ceased to be an Australian citizen or a person who is entitled to vote at a general election for the NSW legislative assembly?*' (Note: 'anywhere else' is highlighted in orange)
 At the bottom of the page, there are three buttons: 'Back', 'Save', and 'Continue' (highlighted with a red box).

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.


Justice **JP Online**
Home Nitkut Log off

Reappointment (R-780)

- > About You
- > Reason
- > Character
- 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.

Click to open category →

- > Letter of Need from Employer
- > Other supporting documents

Select document type to upload

Please Select
▼

Your uploaded documents

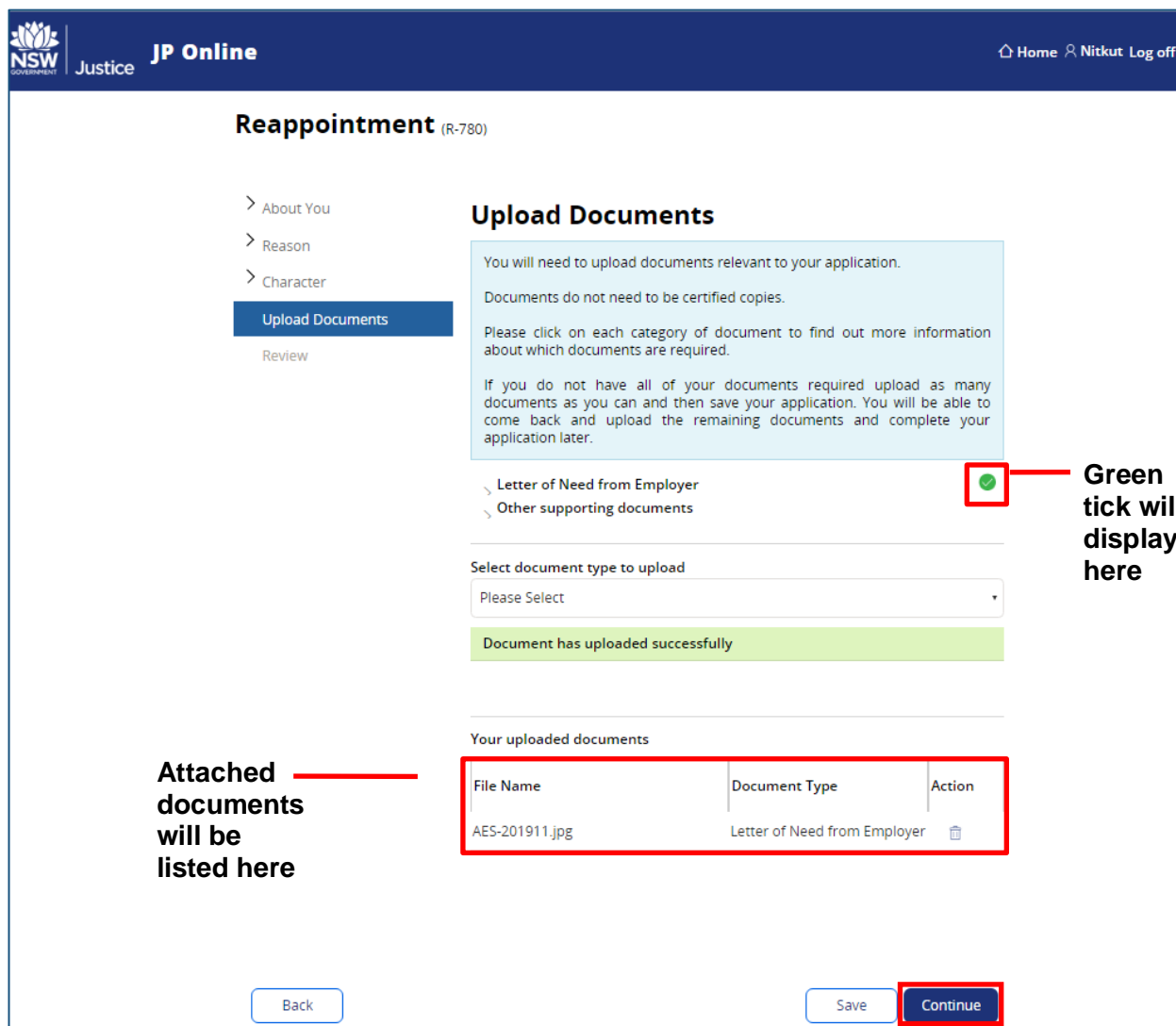
File Name	Document Type	Action
No attachments		

Back
Save
Continue

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.




Reappointment (R-780)

- > About You
- > Reason
- > Character
- Upload Documents**
- Review

Upload Documents


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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.

- > Letter of Need from Employer 
- > Other supporting documents

Select document type to upload
Please Select

Document has uploaded successfully

Your uploaded documents

File Name	Document Type	Action
AES-201911.jpg	Letter of Need from Employer	

Attached documents will be listed here

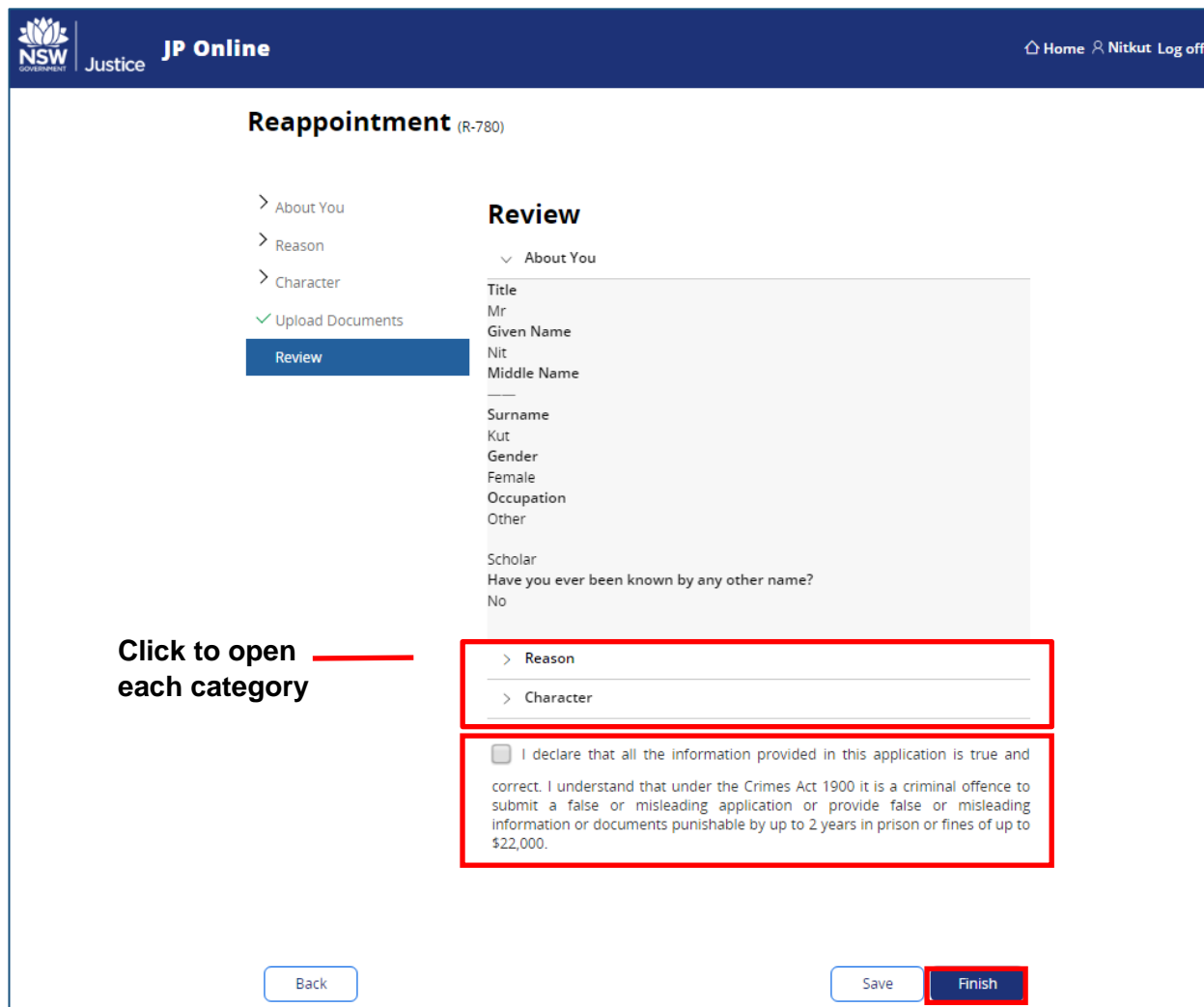
Green tick will display here

Back Save **Continue**

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**.



Reappointment (R-780)

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

Review

▼ About You

Title
Mr
Given Name
Nit
Middle Name

Surname
Kut
Gender
Female
Occupation
Other
Scholar
Have you ever been known by any other name?
No

> Reason

> Character

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.

Back Save **Finish**

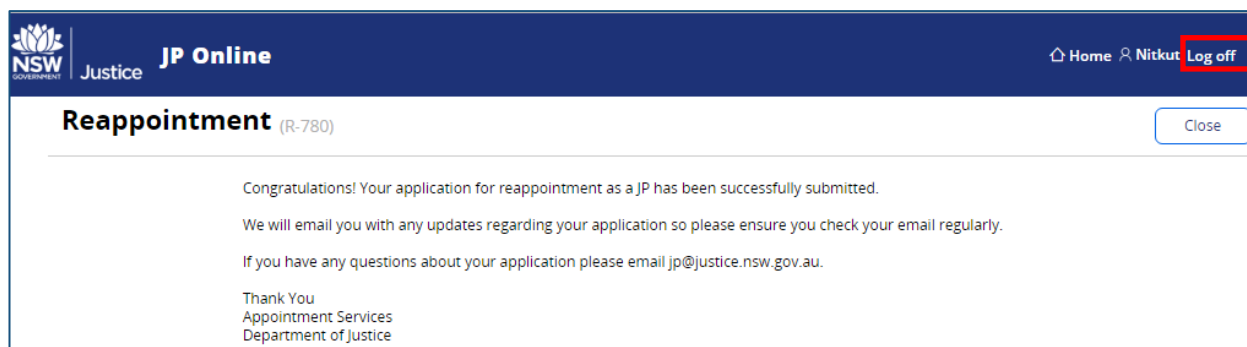
Click to open
each category

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.



The screenshot shows the 'JP Online' interface. The header includes the NSW Government logo, 'Justice', and 'JP Online'. On the right, there are links for 'Home', a user profile 'Nikut', and a 'Log off' button highlighted with a red box. The main content area is titled 'Reappointment (R-780)' and contains the following text:

Congratulations! Your application for reappointment 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

A 'Close' button is located in the top right corner of the message box.

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)**