JP Online – getting started
Applying to be a Justice of the Peace

Follow the steps below to set up your JP Online account and submit an application for Justice of the Peace (JP) appointment.

Step 1: register


   Alternatively, go to www.jp.nsw.gov.au and select JP Online from the homepage. Then, select Register for JP Online from the page.
2. Answer the eligibility questions. If eligible, select **Proceed**.

![Eligibility Questions](image)

3. Enter your personal details and create your password, then select **Proceed**.

   Your password must be a minimum of 10 characters long. It must contain at least: 1 lowercase letter (a-z), 1 uppercase letter (A-Z), 1 number (0-9) and a special character.

   Please note, each JP Online account must have a unique email address as it will become your username to login.
4. Once you have selected Proceed, we will send you an email with a unique security code. Open the email to find the code and return to the Complete Verification page to enter it. Then, select Verify.

A message confirming your security code will display. Then, read and check off the acknowledgment statements and select Register.

5. Once you have selected Register, we will send you an email with a link to complete your registration. Click the link in the email.

A confirmation screen will display. You can then select Close. To continue, select Login (or if you are finished, select Close).
Step 2: take the JP Knowledge Test

6. Enter your user name (this should be your email address) and password, then select **Log in**.

7. Select **JP Knowledge Test**, then follow the instructions on each page to take the test.

   You will need to pass the JP Knowledge Test before you can apply to be a JP.
Step 3: apply to be a JP

8. Once you have successfully passed the JP Knowledge Test, you can select **Apply to be a JP**.

9. Enter your details, then select **Continue**.

You will need to complete the details on each screen to submit your application.
10. After you have submitted your application, you can track its status from the activity table on your account homepage.

Step 4: log a change in circumstances

11. If there is a change in your circumstances during the time your application is being processed, you can disclose the change using JP Online. From the homepage, select Log a change to submit a request for:

- New disclosure
- Appeal
- Change of name
- Update correspondence email ID
- Update phone number.
12. Click the drop-down box and select the request type you would like to complete from the list.

13. Complete the details in the request. Each request will ask you to enter different details.

To submit the request, select Proceed or Submit.
Step 5: sign out

14. You can complete other actions from the JP Online homepage such as purchasing a JP Handbook.

Select **Log off** when you have 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
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NSW Department of Justice
Sydney NSW 2001

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