

JP Online – getting started

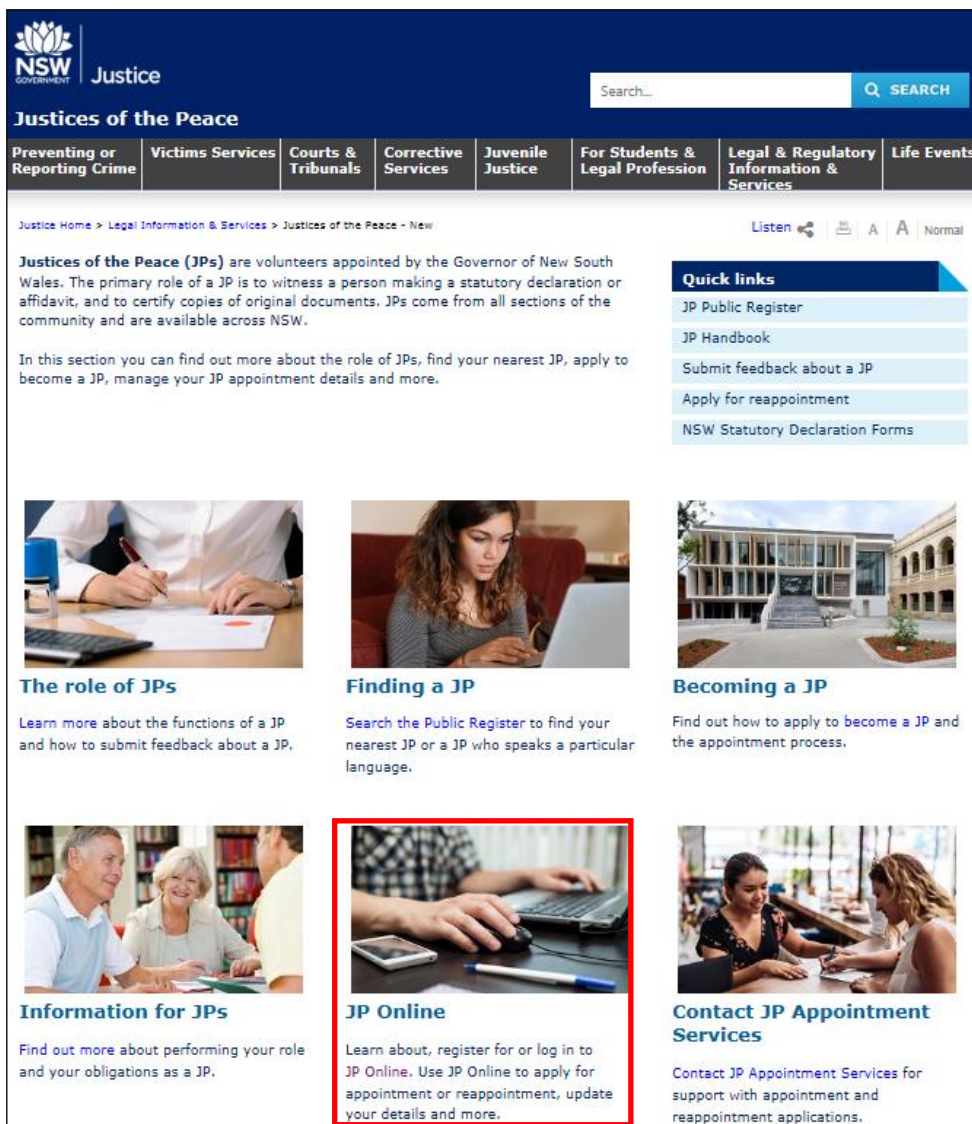
Applying to be a Justice of the Peace

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

1. Go to www.jp.nsw.gov.au/jponline and select **Register for JP Online** from the page.

Alternatively, go to www.jp.nsw.gov.au and select **JP Online** from the homepage. Then, select **Register for JP Online** from the page.



Justices of the Peace

Justice Home > Legal Information & Services > Justices of the Peace - New

Justices of the Peace (JPs) are volunteers appointed by the Governor of New South Wales. The primary role of a JP is to witness a person making a statutory declaration or affidavit, and to certify copies of original documents. JPs come from all sections of the community and are available across NSW.

In this section you can find out more about the role of JPs, find your nearest JP, apply to become a JP, manage your JP appointment details and more.

Quick links

- JP Public Register
- JP Handbook
- Submit feedback about a JP
- Apply for reappointment
- NSW Statutory Declaration Forms

The role of JPs
Learn more about the functions of a JP and how to submit feedback about a JP.

Finding a JP
Search the Public Register to find your nearest JP or a JP who speaks a particular language.

Becoming a JP
Find out how to apply to become a JP and the appointment process.

Information for JPs
Find out more about performing your role and your obligations as a JP.

JP Online
Learn about, register for or log in to JP Online. Use JP Online to apply for appointment or reappointment, update your details and more.

Contact JP Appointment Services
Contact JP Appointment Services for support with appointment and reappointment applications.

2. Answer the eligibility questions. If eligible, select **Proceed**.

Have you ever been appointed as a JP in NSW before ?

Yes No

To be eligible for appointment as a Justice of the Peace (JP), please answer

Are you 18 years of age or over?*

Yes No

Are you an Australian citizen?*

Yes No

Do you usually live in NSW?*

Yes No

Are you currently bankrupt or subject to any debt agreement or personal insolvency agreement under the Bankruptcy Act 1966 (Commonwealth)?*

Yes No

Are you proficient in English?*

Yes No

You may now register for a JP Online Account

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.

1. Enter Your Details

2. Complete Verification

3. Confirmation

1. Enter Your Details

Thank you for your interest in becoming a JP for NSW. Please note that all applicants for appointment as a JP are required to have an email address. To apply to become a JP, please enter your details below.

Title*

--Select--

Given Name*

Middle Name(s)

Surname*

Contact Details

Mobile Phone

Email ID*

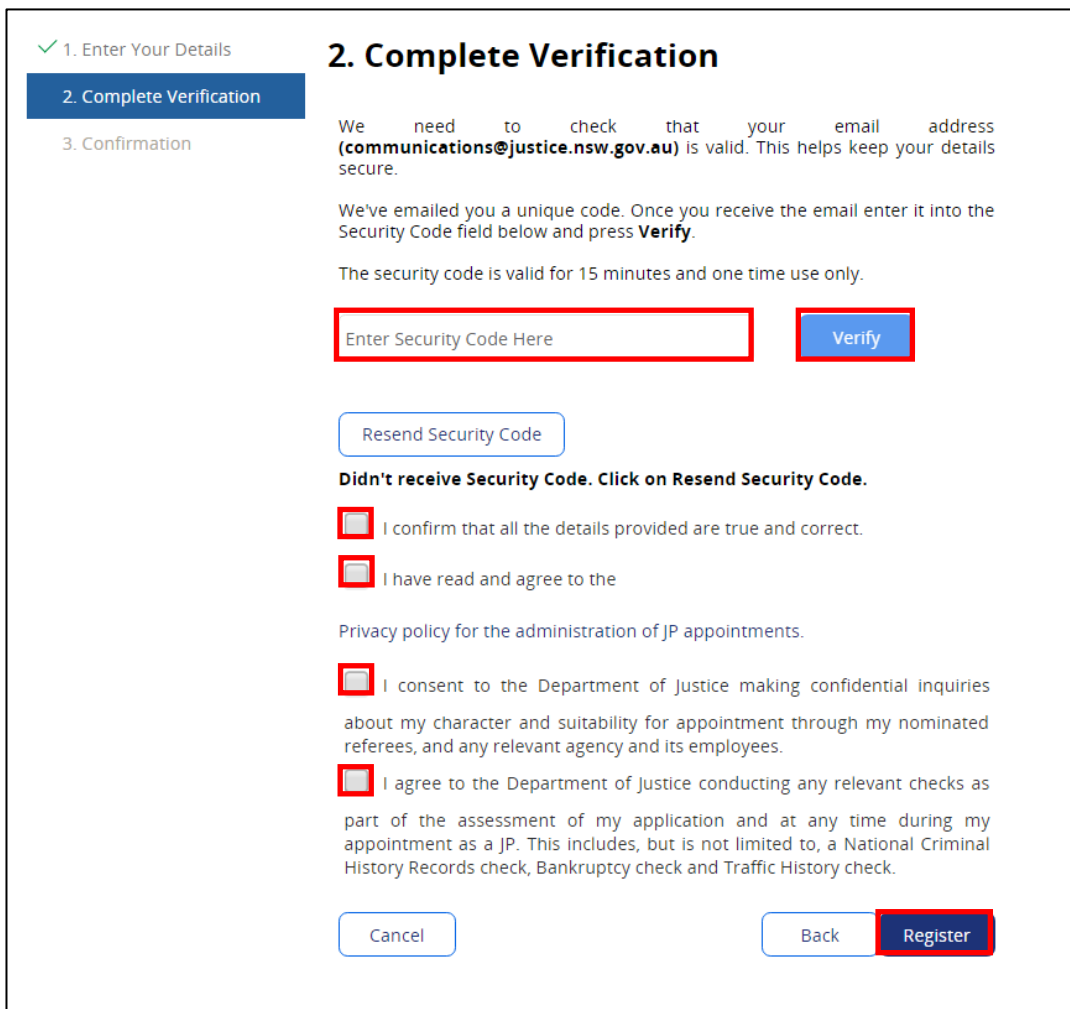
Confirm Email ID*

Password*

Confirm Password*

- 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**.



✓ 1. Enter Your Details

2. Complete Verification

3. Confirmation

We need to check that your email address (**communications@justice.nsw.gov.au**) is valid. This helps keep your details secure.

We've emailed you a unique code. Once you receive the email enter it into the Security Code field below and press **Verify**.

The security code is valid for 15 minutes and one time use only.

Enter Security Code Here **Verify**

Resend Security Code

Didn't receive Security Code. Click on Resend Security Code.

I confirm that all the details provided are true and correct.

I have read and agree to the

Privacy policy for the administration of JP appointments.

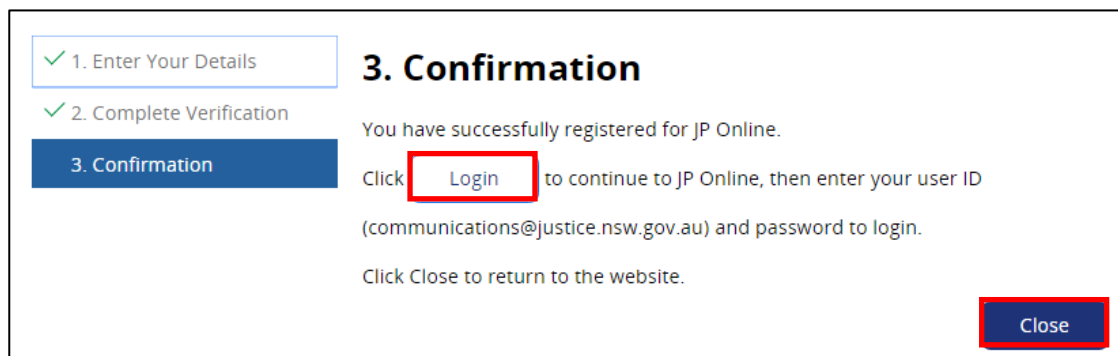
I consent to the Department of Justice making confidential inquiries about my character and suitability for appointment through my nominated referees, and any relevant agency and its employees.

I agree to the Department of Justice conducting any relevant checks as part of the assessment of my application and at any time during my appointment as a JP. This includes, but is not limited to, a National Criminal History Records check, Bankruptcy check and Traffic History check.

Cancel Back **Register**

- 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**).



✓ 1. Enter Your Details

✓ 2. Complete Verification

3. Confirmation

You have successfully registered for JP Online.

Click **Login** to continue to JP Online, then enter your user ID (communications@justice.nsw.gov.au) and password to login.

Click Close to return to the website.

Close

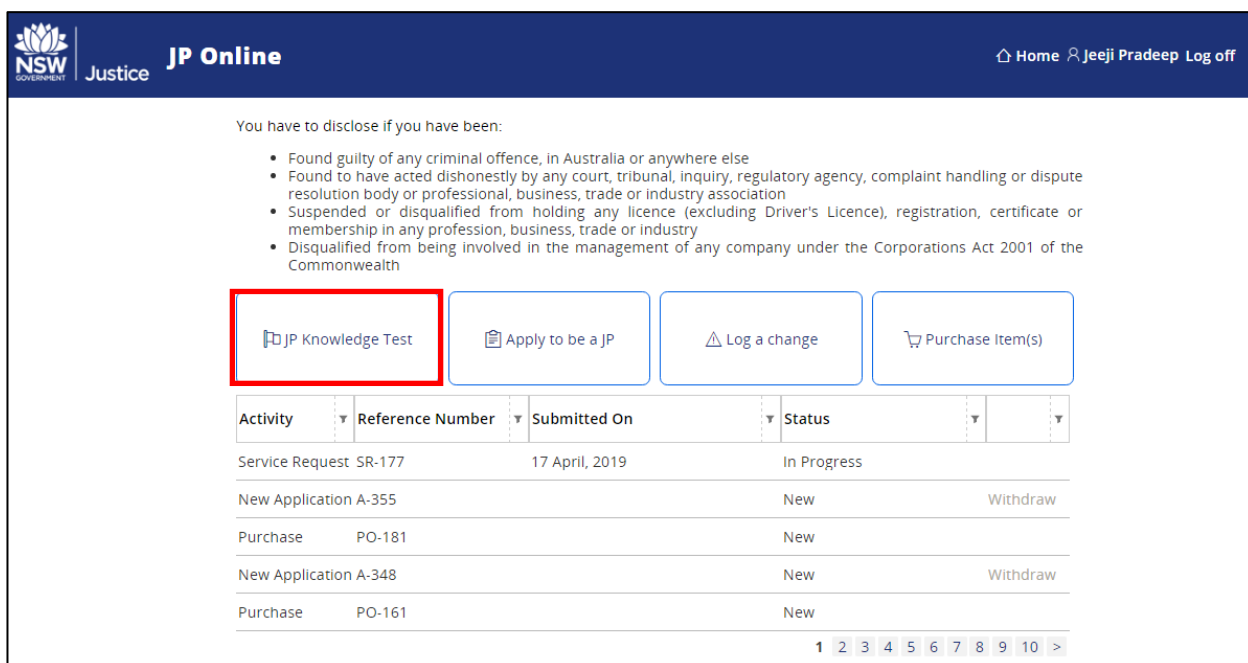
Step 2: take the JP Knowledge Test

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



- 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.



You have to disclose if you have been:

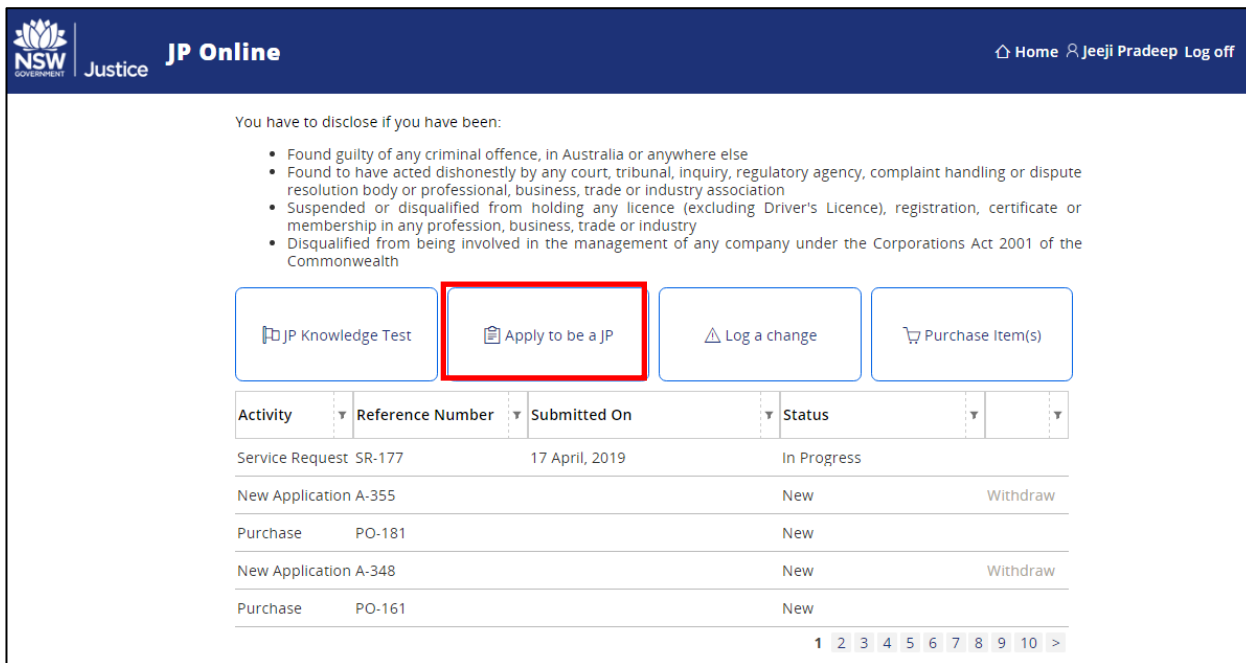
- Found guilty of any criminal offence, in Australia or anywhere else
- Found to have acted dishonestly by any court, tribunal, inquiry, regulatory agency, complaint handling or dispute resolution body or professional, business, trade or industry association
- Suspended or disqualified from holding any 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

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	

1 2 3 4 5 6 7 8 9 10 >

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**.



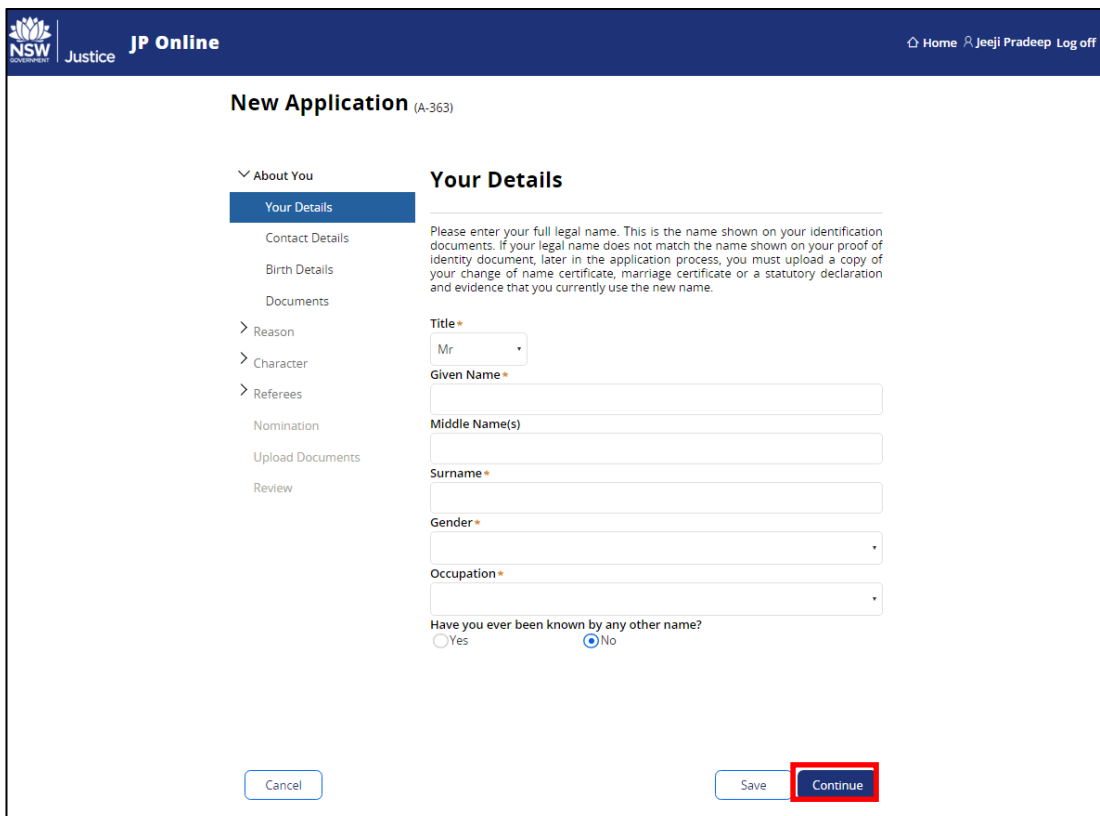
The screenshot shows the 'JP Online' dashboard. At the top, there is a navigation bar with the NSW Government logo, 'Justice JP Online', and links for 'Home', 'Jeeji Pradeep', and 'Log off'. Below the navigation bar, a message states: 'You have to disclose if you have been:' followed by a list of conditions:

- 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
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 Below the list are four buttons: 'JP Knowledge Test', 'Apply to be a JP' (highlighted with a red border), 'Log a change', and 'Purchase Item(s)'. Underneath the buttons is a table with columns: Activity, Reference Number, Submitted On, and Status. The table contains several rows of application data. At the bottom right of the table is a pagination control showing numbers 1 through 10 and a greater-than sign.

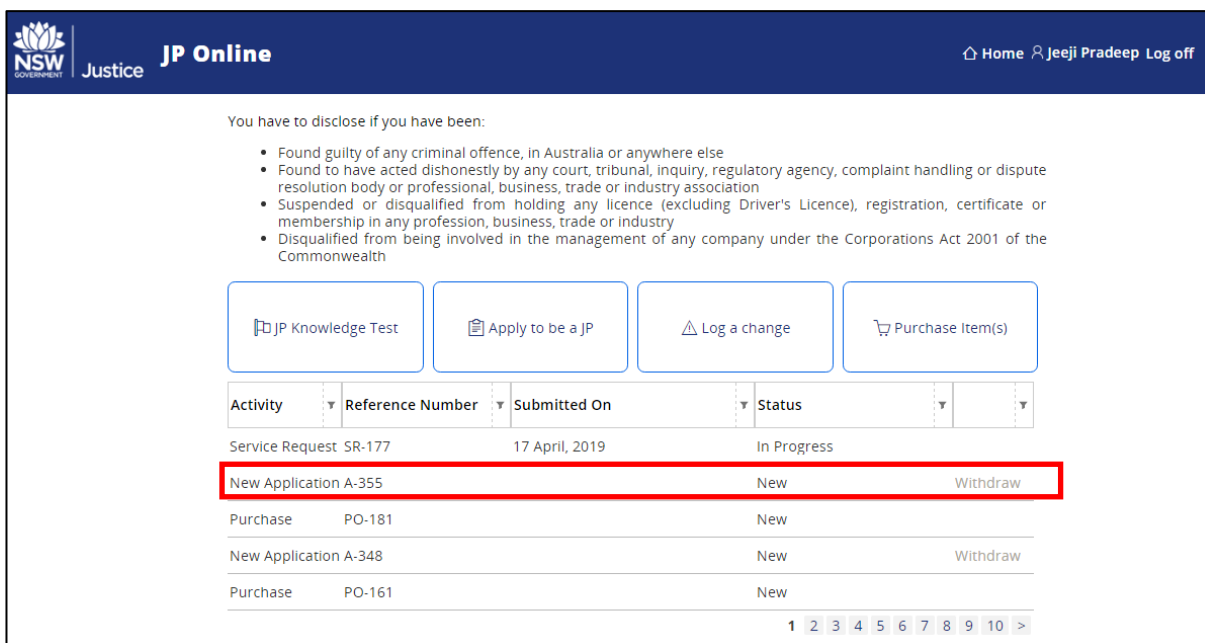
9. Enter your details, then select **Continue**.

You will need to complete the details on each screen to submit your application.



The screenshot shows the 'New Application (A-363)' form. On the left is a sidebar menu with options: 'About You', 'Your Details' (selected), 'Contact Details', 'Birth Details', 'Documents', 'Reason', 'Character', 'Referees', 'Nomination', 'Upload Documents', and 'Review'. The main content area is titled 'Your Details' and contains a text box with instructions: '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.' Below this are several form fields: 'Title' (dropdown menu with 'Mr' selected), 'Given Name', 'Middle Name(s)', 'Surname', 'Gender' (dropdown menu), and 'Occupation' (dropdown menu). At the bottom of the form is a question: 'Have you ever been known by any other name?' with radio buttons for 'Yes' and 'No' (selected). At the bottom right of the form are three buttons: 'Cancel', 'Save', and 'Continue' (highlighted with a red border).

10. After you have submitted your application, you can track its status from the activity table on your account homepage.



NSW GOVERNMENT Justice **JP Online** Home Jeeji Pradeep Log off

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
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[JP Knowledge Test](#)
[Apply to be a JP](#)
[Log a change](#)
[Purchase Item\(s\)](#)

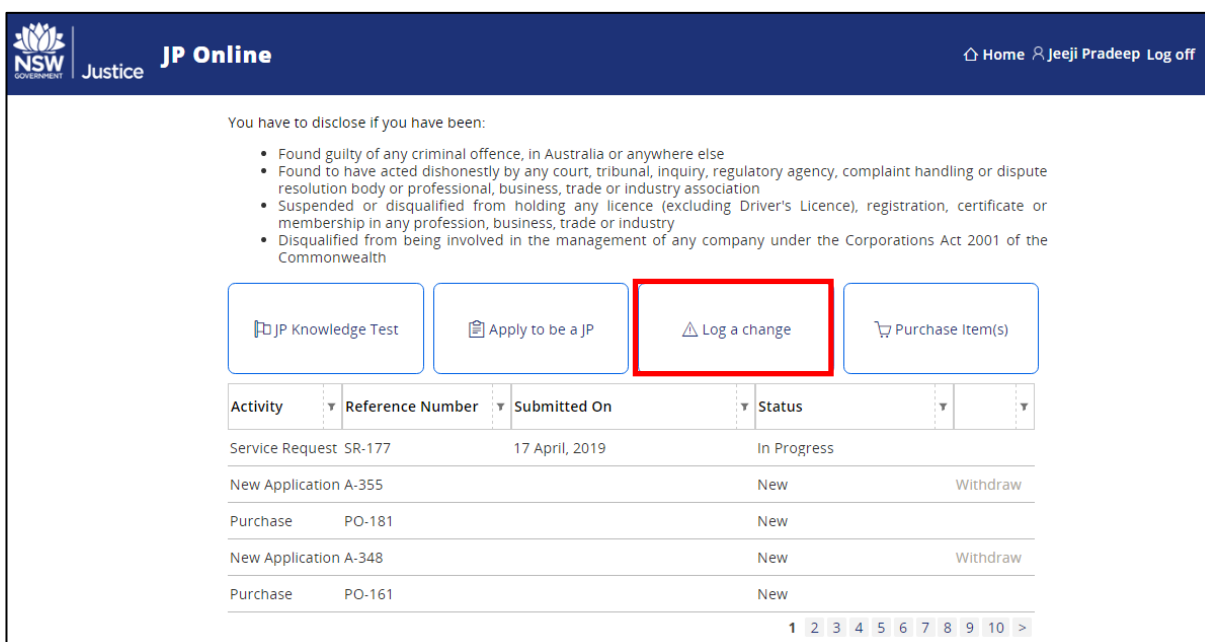
Activity	Reference Number	Submitted On	Status	
Service Request	SR-177	17 April, 2019	In Progress	
New Application A-355			New	Withdraw
Purchase	PO-181		New	
New Application A-348			New	Withdraw
Purchase	PO-161		New	

1 2 3 4 5 6 7 8 9 10 >

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.



NSW GOVERNMENT Justice **JP Online** Home Jeeji Pradeep Log off

You have to disclose if you have been:

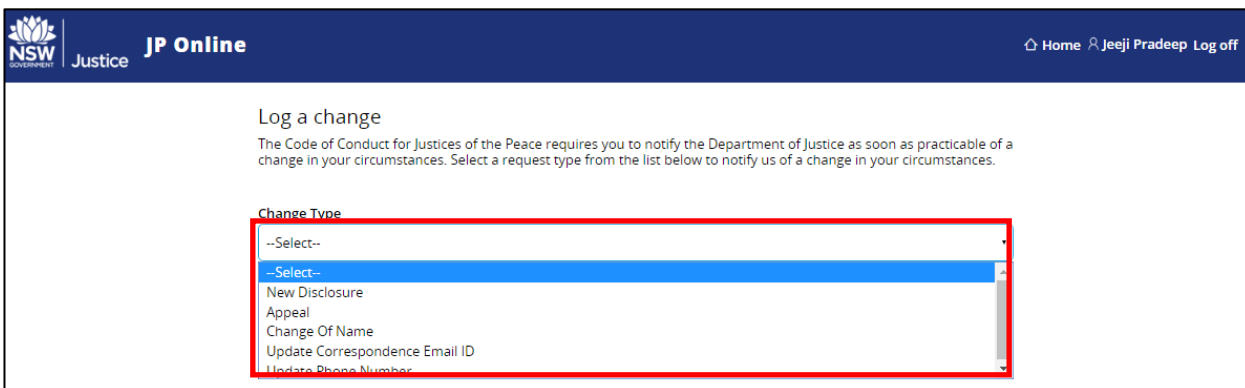
- Found guilty of any criminal offence, in Australia or anywhere else
- Found to have acted dishonestly by any court, tribunal, inquiry, regulatory agency, complaint handling or dispute resolution body or professional, business, trade or industry association
- Suspended or disqualified from holding any licence (excluding Driver's Licence), registration, certificate or membership in any profession, business, trade or industry
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[JP Knowledge Test](#)
[Apply to be a JP](#)
[Log a change](#)
[Purchase Item\(s\)](#)

Activity	Reference Number	Submitted On	Status	
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New Application A-355			New	Withdraw
Purchase	PO-181		New	
New Application A-348			New	Withdraw
Purchase	PO-161		New	

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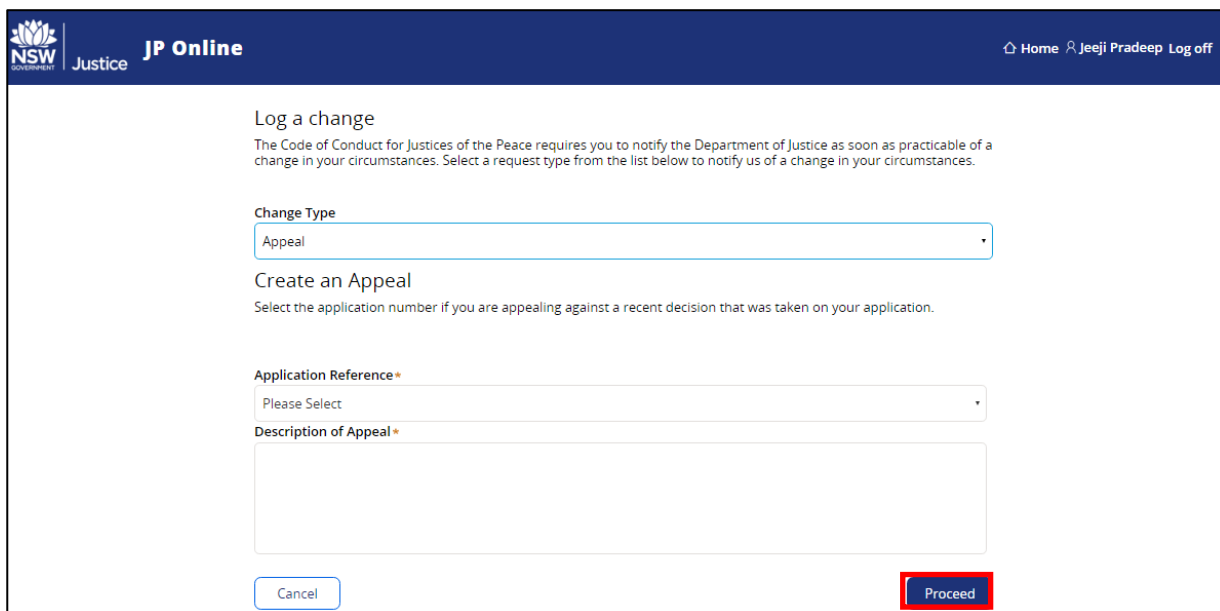
12. Click the drop-down box and select the request type you would like to complete from the list.



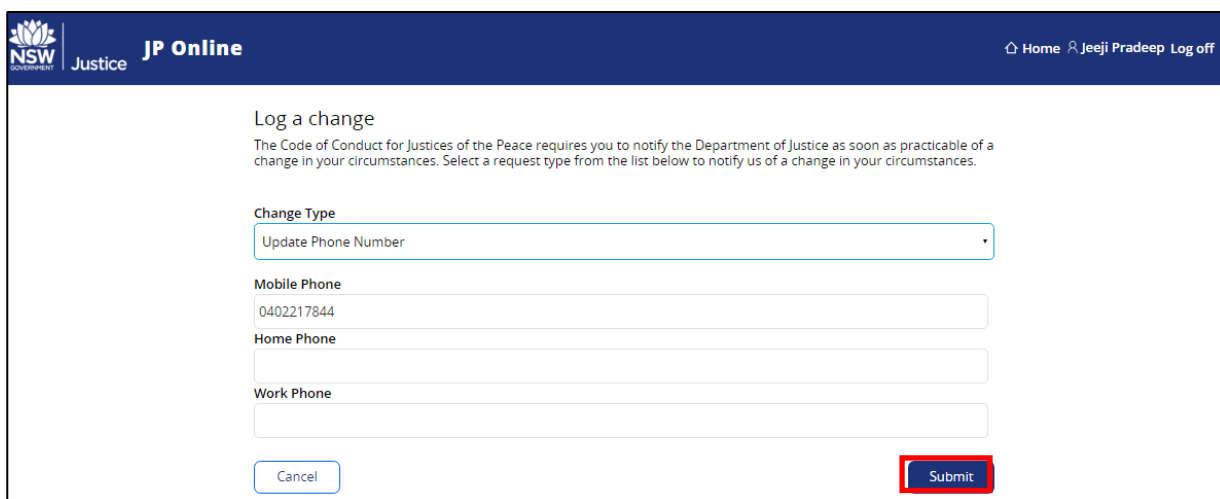
The screenshot shows the 'Log a change' page on the JP Online portal. The 'Change Type' dropdown menu is open, displaying a list of options: '--Select--', 'New Disclosure', 'Appeal', 'Change Of Name', 'Update Correspondence Email ID', and 'Update Phone Number'. The 'Appeal' option is highlighted in blue.

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

To submit the request, select **Proceed** or **Submit**.



The screenshot shows the 'Log a change' page with 'Appeal' selected in the 'Change Type' dropdown. Below the dropdown, there is a section titled 'Create an Appeal' with instructions to select an application number. There are two dropdown menus: 'Application Reference*' (with 'Please Select' as the current selection) and 'Description of Appeal*'. At the bottom, there are 'Cancel' and 'Proceed' buttons, with 'Proceed' highlighted in red.

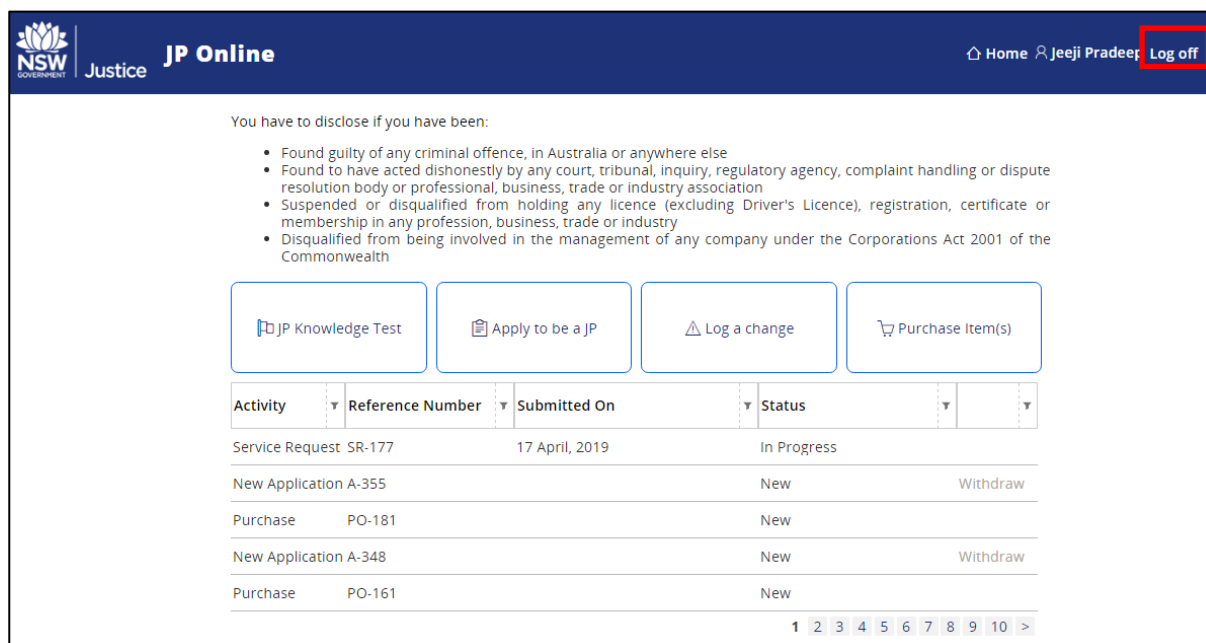


The screenshot shows the 'Log a change' page with 'Update Phone Number' selected in the 'Change Type' dropdown. Below the dropdown, there are three text input fields for 'Mobile Phone', 'Home Phone', and 'Work Phone'. The 'Mobile Phone' field contains the number '0402217844'. At the bottom, there are 'Cancel' and 'Submit' buttons, with 'Submit' highlighted in red.

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.



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 navigation links for 'Home', 'Jeeji Pradeep', and 'Log off' (which is highlighted with a red box). Below the navigation is a disclosure section: 'You have to disclose if you have been:' followed by a list of conditions. Underneath are four buttons: 'JP Knowledge Test', 'Apply to be a JP', 'Log a change', and 'Purchase Item(s)'. Below these is a table of activities.

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	

At the bottom of the table is a pagination control: 1 2 3 4 5 6 7 8 9 10 >

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)