

JP Online – getting started

Appointed Justices of the Peace

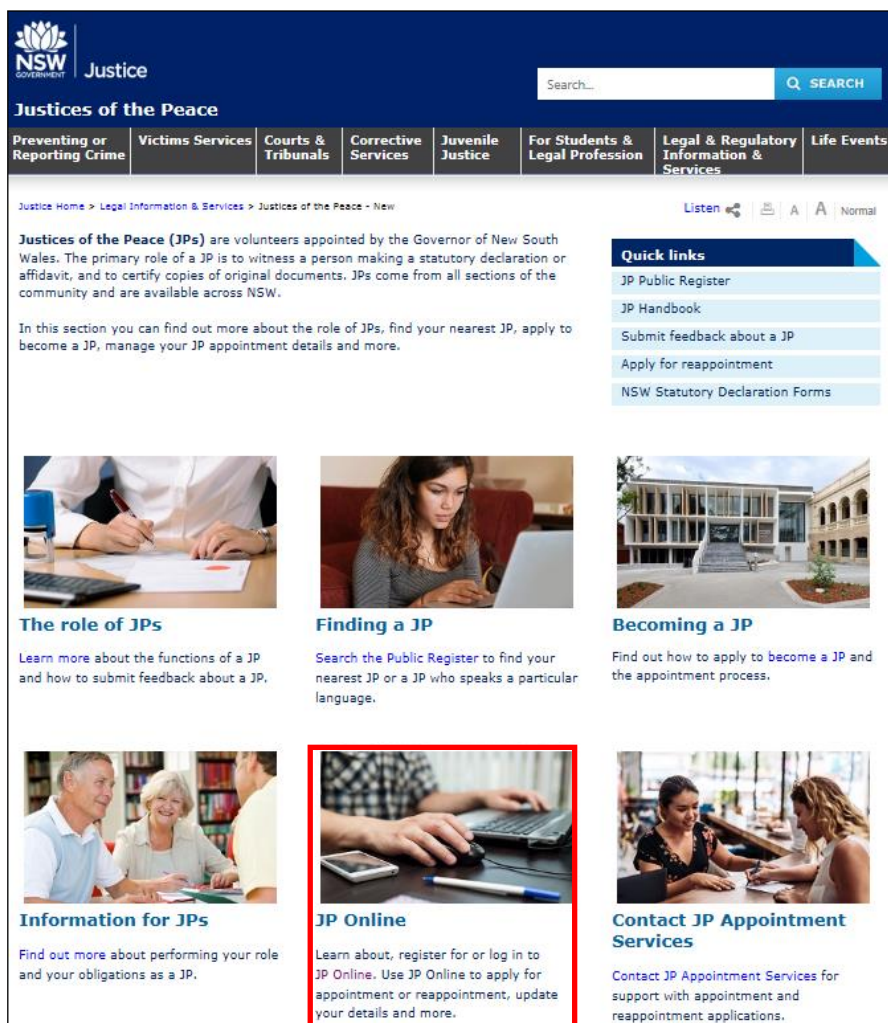
If you are an appointed Justice of the Peace (JP), follow the steps below to set up your JP Online account. You must register for JP Online to receive correspondence from the Department of Justice, including reminders for reappointment.

You can use JP Online to apply for reappointment, update your appointment details, check your JP number and expiry date, and order Justice of the Peace (JP) products.

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.



The screenshot shows the NSW Government Justice website. The main navigation bar includes 'Preventing or Reporting Crime', 'Victims Services', 'Courts & Tribunals', 'Corrective Services', 'Juvenile Justice', 'For Students & Legal Profession', 'Legal & Regulatory Information & Services', and 'Life Events'. The 'Legal & Regulatory Information & Services' menu is expanded, showing 'Justices of the Peace - New'. The page content includes a search bar, a 'Quick links' section with items like 'JP Public Register', 'JP Handbook', 'Submit feedback about a JP', 'Apply for reappointment', and 'NSW Statutory Declaration Forms'. Below this are six featured articles: 'The role of JPs', 'Finding a JP', 'Becoming a JP', 'Information for JPs', 'JP Online' (highlighted with a red box), and 'Contact JP Appointment Services'. The 'JP Online' article text reads: 'Learn about, register for or log in to JP Online. Use JP Online to apply for appointment or reappointment, update your details and more.'

2. Enter your details, then select **Verify**. (Please note, 'Appointment number' refers to your JP Registration number.)

Have you ever been appointed as a JP in NSW before ?
 Yes No

Please enter the details below

Appointment Number*

Date Of Birth*
 -- -- --

3. A message confirming that your details have been validated will display. Then, select **Proceed**.

If the message does not display, check if your details are correct and fix them. If your details are correct and the message still does not display, please contact JP Appointment Services (see contact details on the last page).

Have you ever been appointed as a JP in NSW before ?
 Yes No

Please enter the details below

Appointment Number*

Date Of Birth*

We have validated your details. You may now register for a JP Online Account

4. 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. If you share an email address with another JP, only one of you can use that email address.

1. Enter Your Details

2. Complete Verification

3. Confirmation

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 *

xxxxx@xxx.com

Confirm Email ID *

xxxxx@xxx.com

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

2. Complete Verification

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.

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. To continue, select **Login** (or if you are finished, select **Close**).

✓ 1. Enter Your Details

✓ 2. Complete Verification

3. Confirmation

3. Confirmation

You have successfully registered for JP Online.

Click 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.

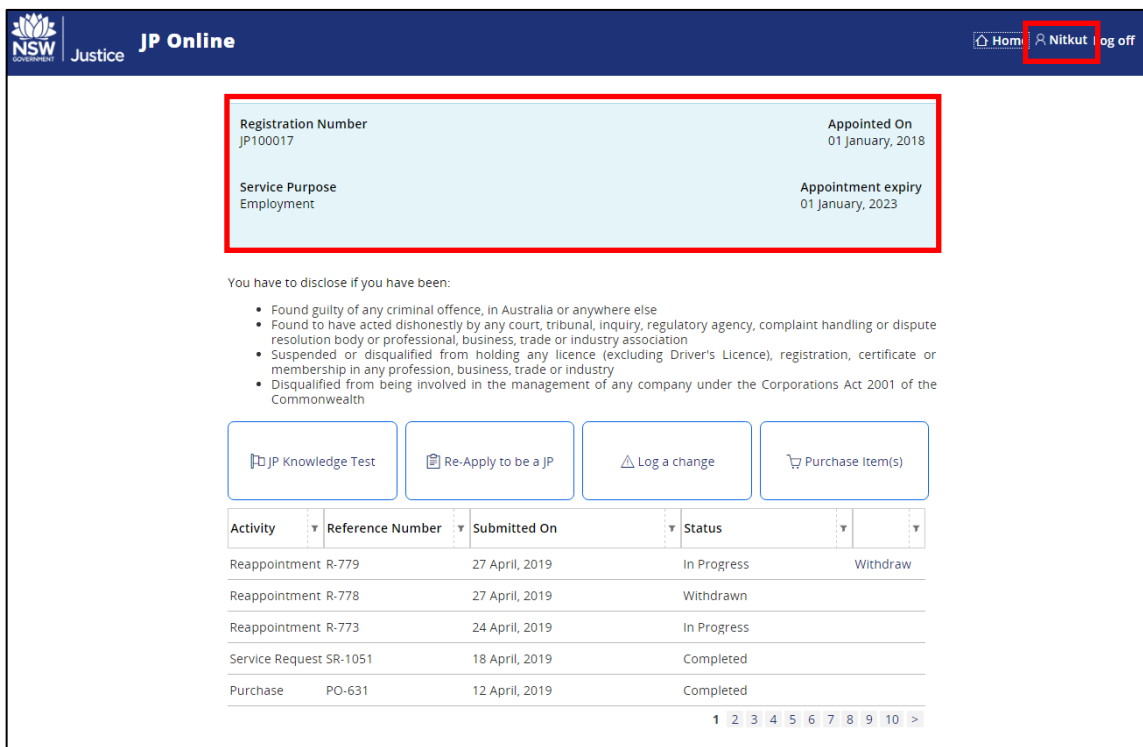
Step 2: update your JP Public Register details

7. Log in to your account to update your details. To log in, enter your user name (this should be your email address) and password, then select **Log in**.



8. Check your appointment details, including your appointment expiry date, on the JP Online homepage. If there is an issue with your details, please contact the JP Appointment Services team (see contact details on the last page).

Then, select your name to update your JP Public Register details.



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)

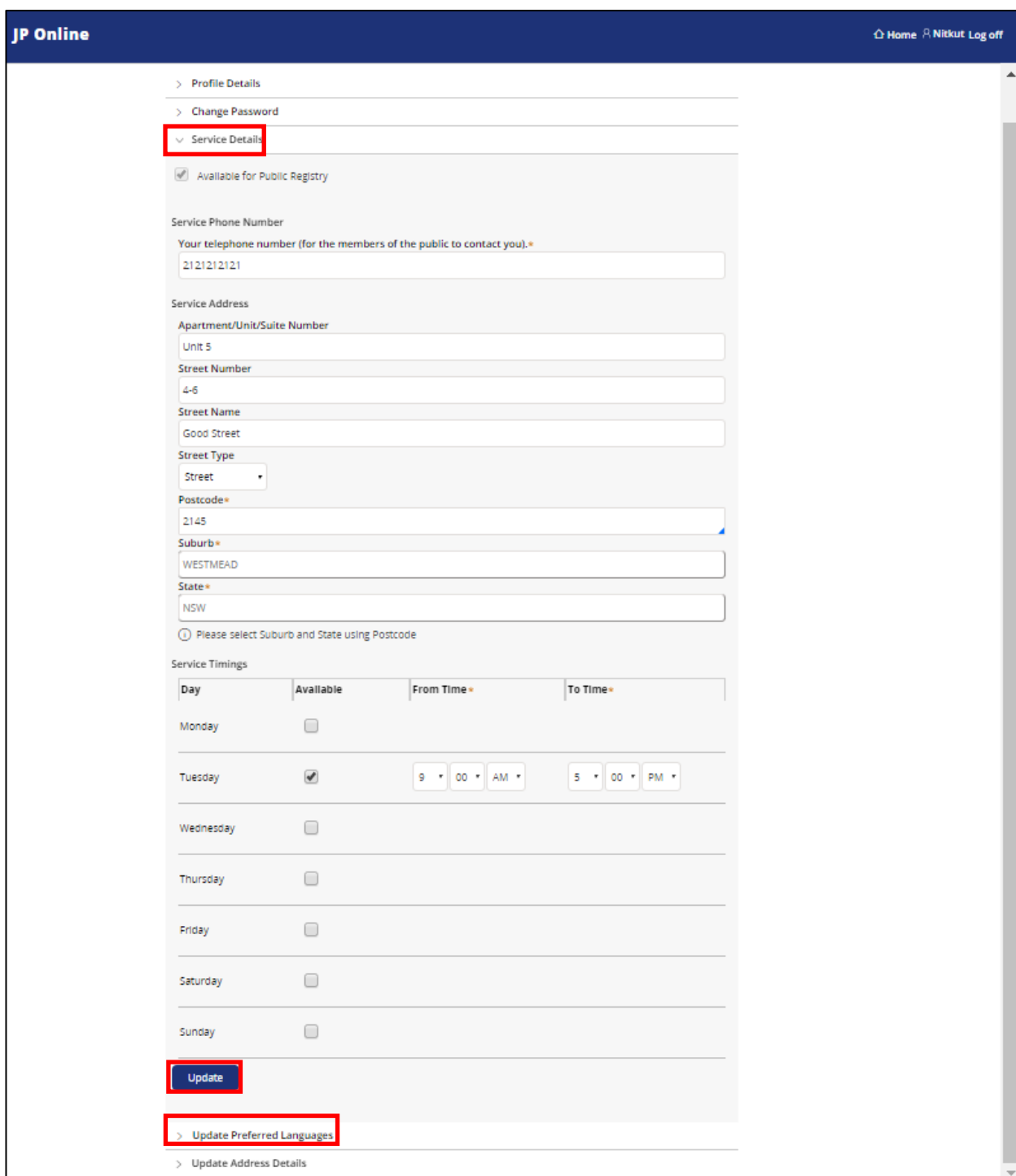
Activity	Reference Number	Submitted On	Status	
Reappointment	R-779	27 April, 2019	In Progress	Withdraw
Reappointment	R-778	27 April, 2019	Withdrawn	
Reappointment	R-773	24 April, 2019	In Progress	
Service Request	SR-1051	18 April, 2019	Completed	
Purchase	PO-631	12 April, 2019	Completed	

1 2 3 4 5 6 7 8 9 10 >

9. You can now:

- select **Service Details** to update your JP Public Register details, including your hours of availability. The default hours are 9am – 5pm.
- select **Update Preferred Languages** to add another language to your JP Public Register listing.

Make sure to select **Update** to save your information.



JP Online Home Nitkut Log off

> Profile Details

> Change Password

Service Details

Available for Public Registry

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

212121 2121

Service Address

Apartment/Unit/Suite Number
Unit 5

Street Number
4-6

Street Name
Good Street

Street Type
Street

Postcode*
2145

Suburb*
WESTMEAD

State*
NSW

Please select Suburb and State using Postcode

Service Timings

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"/>		

Update

> Update Preferred Languages

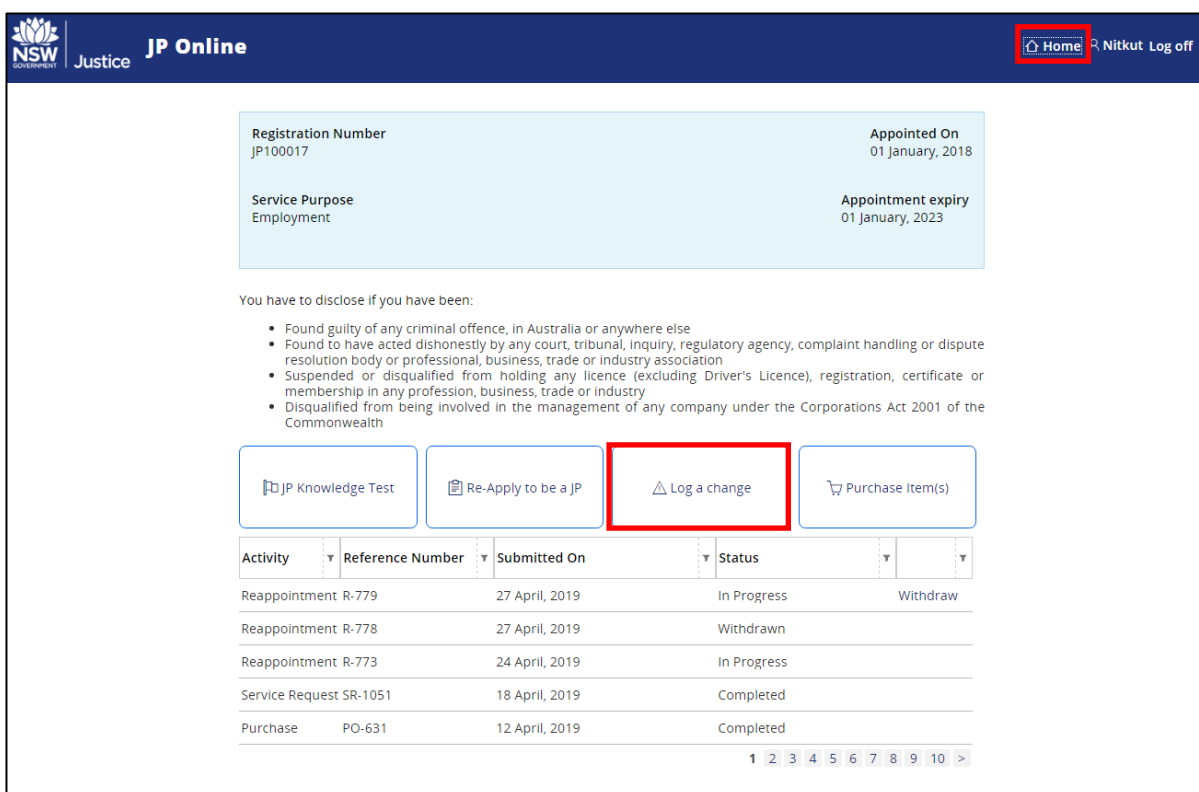
> Update Address Details

Step 3: update your appointment details

10. Select **Home** to return to the JP Online homepage.

From the homepage, you can notify us of a change in your circumstances. Select **Log a change** to submit a request for:

- New disclosure (as required by the JP Code of Conduct)
- Change of name
- Resignation
- Update address
- Update email address (please note that the email you registered with will remain as your user ID)
- Update phone number
- Update service type
- Appeal.



The screenshot shows the JP Online homepage. At the top, there is a navigation bar with the NSW Government logo, 'Justice JP Online', and a 'Home' button highlighted with a red box. Below the navigation bar, user details are displayed in a light blue box:

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

Below the user details, there is a section titled '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
- Disqualified from being involved in the management of any company under the Corporations Act 2001 of the Commonwealth

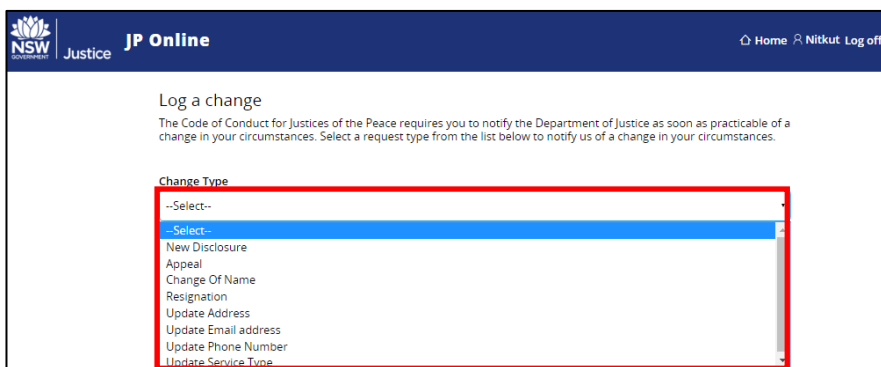
Below the disclosure section, there is a navigation menu with four buttons: 'JP Knowledge Test', 'Re-Apply to be a JP', 'Log a change' (highlighted with a red box), and 'Purchase Item(s)'.

Below the navigation menu, there is a table with the following columns: Activity, Reference Number, Submitted On, Status, and a dropdown menu. The table contains the following data:

Activity	Reference Number	Submitted On	Status	
Reappointment	R-779	27 April, 2019	In Progress	Withdraw
Reappointment	R-778	27 April, 2019	Withdrawn	
Reappointment	R-773	24 April, 2019	In Progress	
Service Request	SR-1051	18 April, 2019	Completed	
Purchase	PO-631	12 April, 2019	Completed	

At the bottom of the table, there is a pagination bar with numbers 1 through 10 and a greater-than sign.

11. 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. At the top, there is a navigation bar with the NSW Government logo, 'Justice JP Online', and a 'Home' button. Below the navigation bar, the page title is 'Log a change'. The main content area contains the following text:

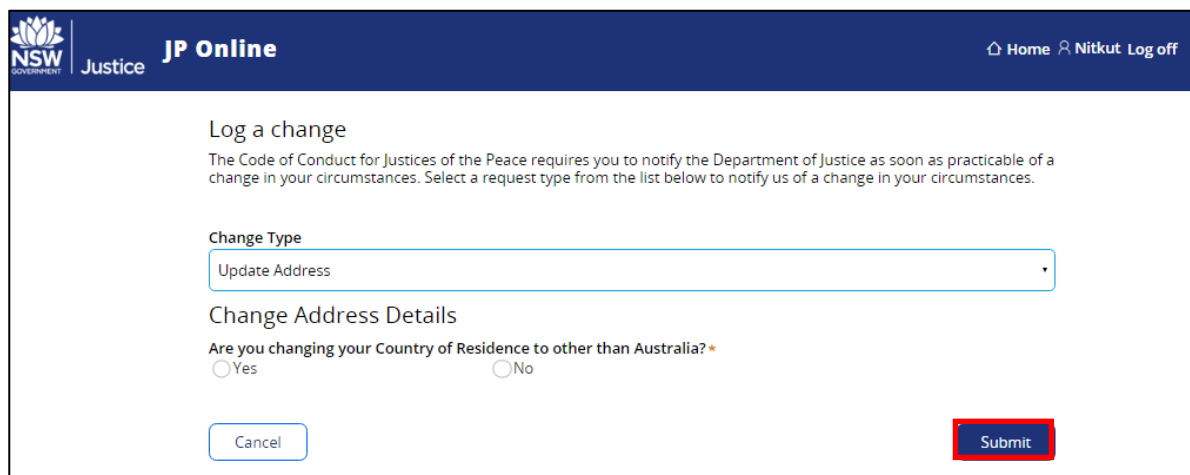
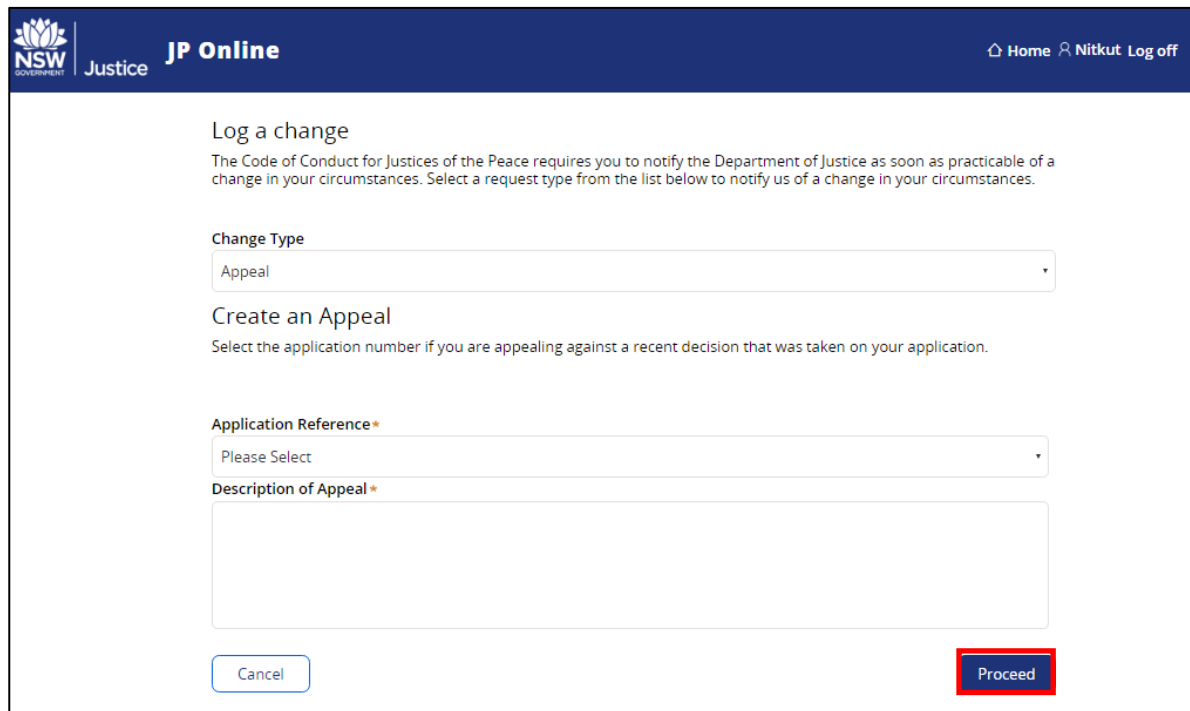
The Code of Conduct for Justices of the Peace requires you to notify the Department of Justice as soon as practicable of a change in your circumstances. Select a request type from the list below to notify us of a change in your circumstances.

Below the text, there is a dropdown menu titled 'Change Type' with a red box around it. The dropdown menu is open, showing the following options:

- Select--
- Select--
- New Disclosure
- Appeal
- Change Of Name
- Resignation
- Update Address
- Update Email address
- Update Phone Number
- Update Service Type

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

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

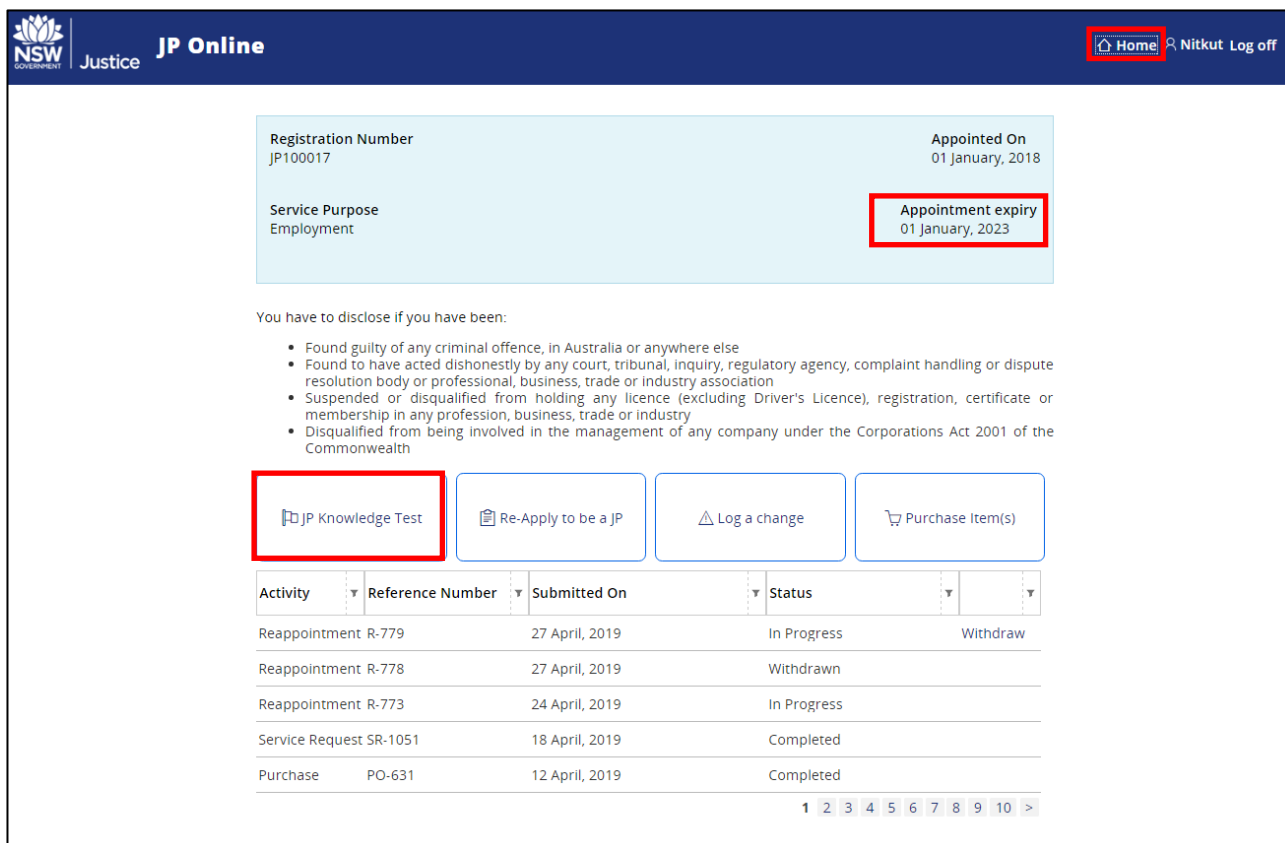


Step 4: take the JP Knowledge Test

13. Select **Home** to return to the homepage.

Check your appointment expiry date on the JP Online homepage. If your appointment expiry date is less than 12 months away, you will need to take the JP Knowledge Test.

Select **JP Knowledge Test**, then follow the instructions on each page to take the test. If your appointment expiry date is more than 12 months away, you will not be able to take the test.



The screenshot shows the JP Online homepage. At the top, there is a navigation bar with the NSW Government logo, 'Justice JP Online', and a 'Home' button. Below the navigation bar, a user profile card displays the following information:

- Registration Number: JP100017
- Appointed On: 01 January, 2018
- Service Purpose: Employment
- Appointment expiry: 01 January, 2023 (highlighted with a red box)

Below the profile card, there is a section titled '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
- Disqualified from being involved in the management of any company under the Corporations Act 2001 of the Commonwealth

Below the disclosure section, there are four buttons: 'JP Knowledge Test' (highlighted with a red box), 'Re-Apply to be a JP', 'Log a change', and 'Purchase Item(s)'.

At the bottom, there is a table with the following columns: Activity, Reference Number, Submitted On, Status, and a dropdown menu. The table contains the following data:

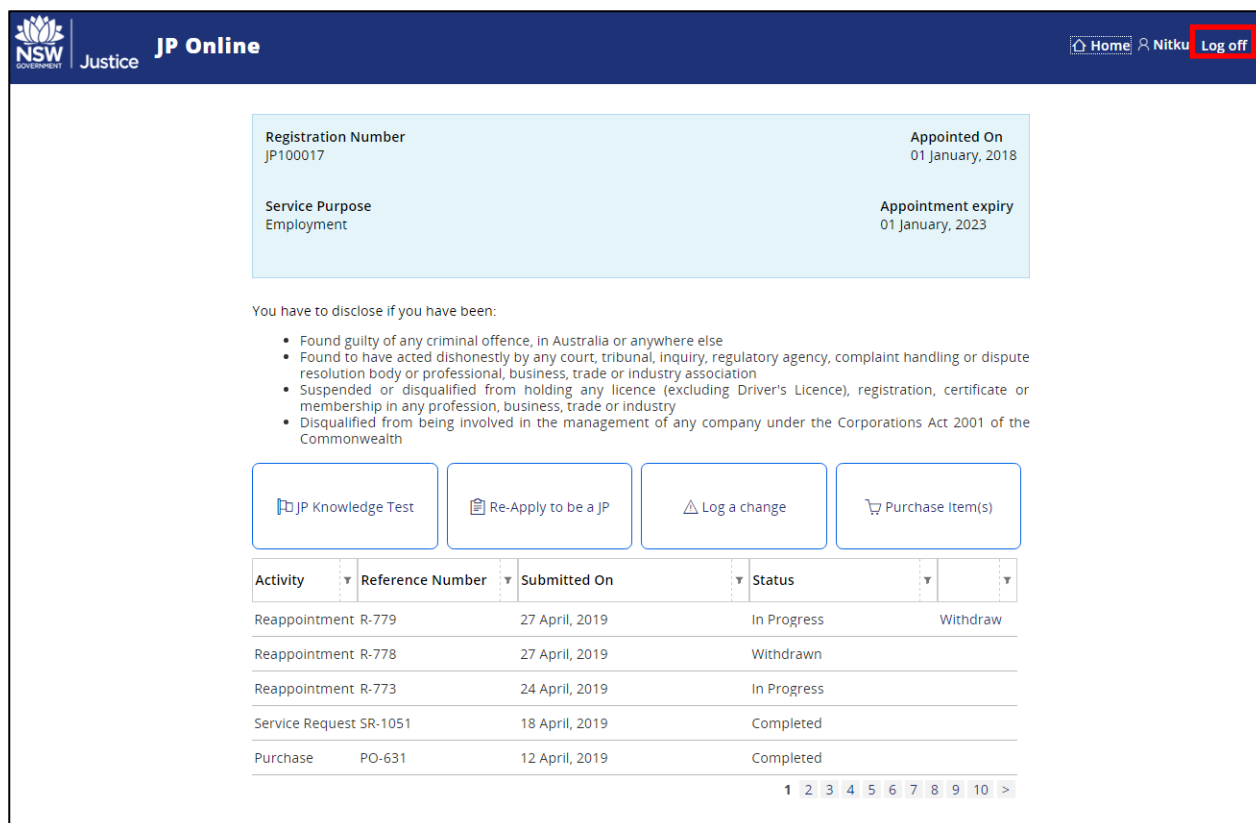
Activity	Reference Number	Submitted On	Status	
Reappointment	R-779	27 April, 2019	In Progress	Withdraw
Reappointment	R-778	27 April, 2019	Withdrawn	
Reappointment	R-773	24 April, 2019	In Progress	
Service Request	SR-1051	18 April, 2019	Completed	
Purchase	PO-631	12 April, 2019	Completed	

At the bottom right of the table, there is a pagination control showing '1 2 3 4 5 6 7 8 9 10 >'.

Step 5: sign out

- You can complete other actions from the JP Online homepage such as re-apply for appointment and purchase JP products.

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 links for 'Home', 'Nitku', and 'Log off' (highlighted with a red box). Below the header is a light blue box containing user details:

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

Below this is a section titled 'You have to disclose if you have been:' followed by a bulleted list of disclosure requirements:

- 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

Below the list are four buttons: 'JP Knowledge Test', 'Re-Apply to be a JP', 'Log a change', and 'Purchase Item(s)'.

At the bottom is a table of activities:

Activity	Reference Number	Submitted On	Status	
Reappointment R-779		27 April, 2019	In Progress	Withdraw
Reappointment R-778		27 April, 2019	Withdrawn	
Reappointment R-773		24 April, 2019	In Progress	
Service Request SR-1051		18 April, 2019	Completed	
Purchase PO-631		12 April, 2019	Completed	

At the bottom right 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)**