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**


   Alternatively, go to [www.jp.nsw.gov.au](http://www.jp.nsw.gov.au) and select **JP Online** from the homepage. Then, select **Register for JP Online** from the page.
2. Enter your details, then select **Verify**. (Please note, ‘Appointment number’ refers to your JP Registration number.)

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).
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.
5. 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.

6. 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).
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.
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.
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.

11. Click the drop-down box and select the request type you would like to complete from the list.
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.
Step 5: sign out

14. 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.

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)