

JP Online – log a change in circumstance

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.

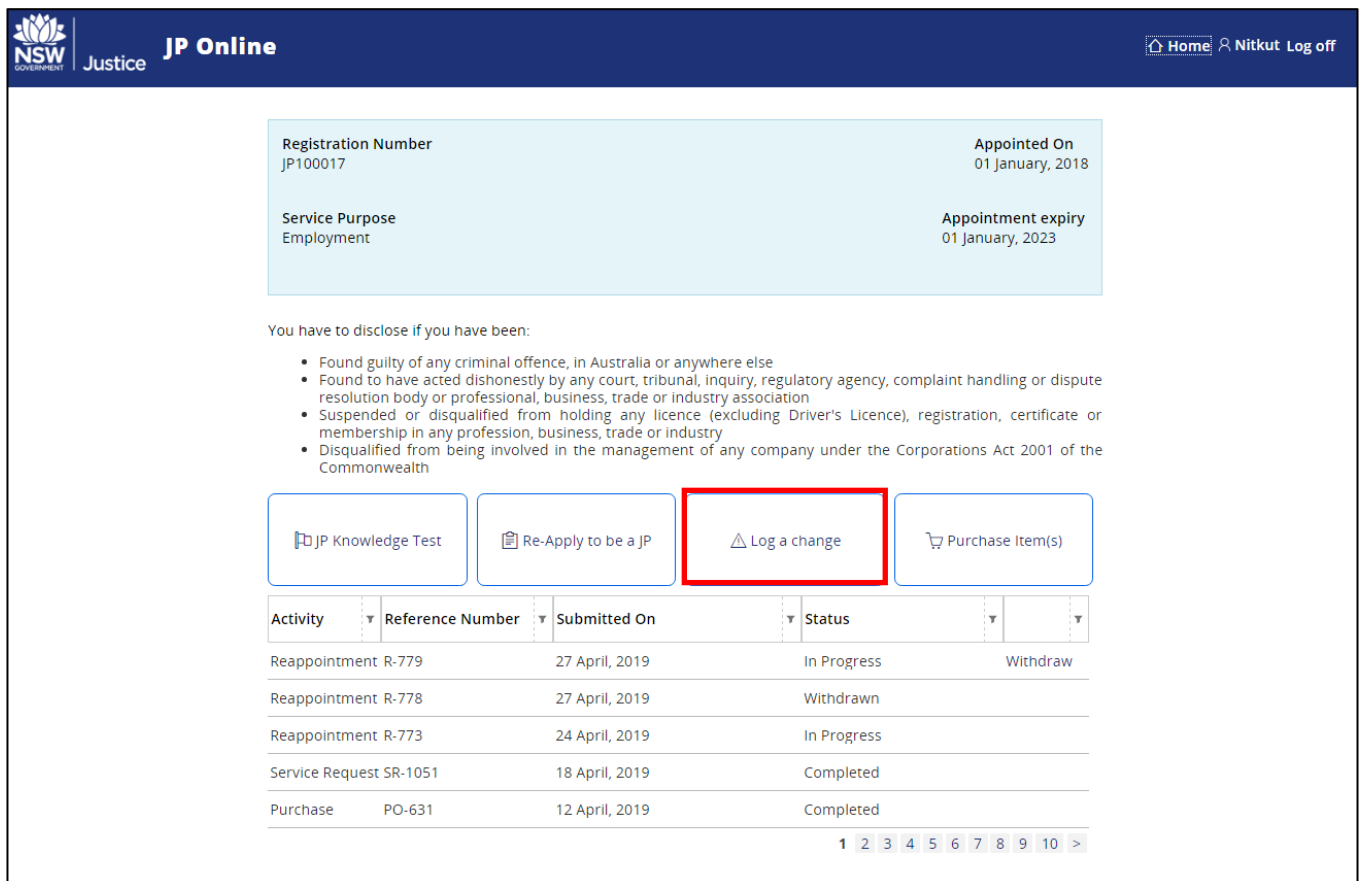
You need to notify us about the following:

- a change to your name
- a change to your postal address
- a change to your residential address
- a change to your email address
- a change to your private mobile, home or business phone number
- a change to the public phone number on which you can be contacted for JP services
- a change to the suburb/s where you provide JP services (only if you are listed on the Public Register)
- being convicted of a criminal offence
- being found guilty of acting dishonestly by any court, tribunal, inquiry, regulatory agency, complaint handling or dispute resolution body or professional business, trade or industry association
- becoming bankrupt or making any debt agreement or personal insolvency agreement
- being disqualified from being involved in the management of any company
- being suspended or disqualified from holding any licence, registration, certificate or membership in relation to any profession, business, trade or industry.

You can notify us of a change in your circumstances by submitting a request in JP Online.

Step 1: log in

Go to JP Online and log in to your account. Select **Log a change** from the homepage.



The screenshot shows the JP Online user interface. At the top, there is a navigation bar with the NSW Government logo, 'Justice JP Online', and links for 'Home', 'Nitkut', and 'Log off'. Below the navigation bar, a light blue box displays account information:

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

Below this box, a section titled 'You have to disclose if you have been:' lists several 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 list are four buttons: 'JP Knowledge Test', 'Re-Apply to be a JP', 'Log a change' (highlighted with a red border), and 'Purchase Item(s)'.

At the bottom, there 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	

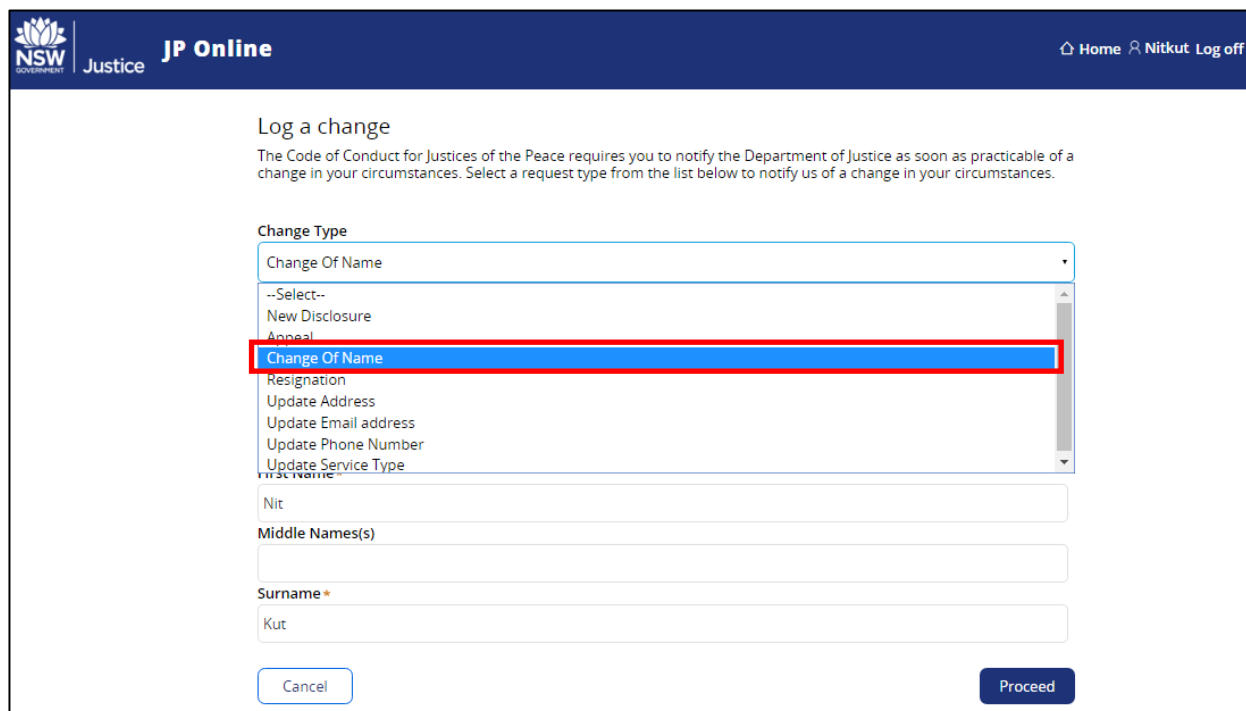
At the bottom right of the table, there is a pagination control showing '1 2 3 4 5 6 7 8 9 10 >'.

Step 2: log a change

Click the drop-down box and select the request type you would like to complete from the list. You can submit a request for:

- New disclosure
- Change of name
- Resignation (appointed JPs only)
- Update address (appointed JPs only)
- Update email address (please note that the email you registered with will remain as your user ID)
- Update phone number
- Update service type (appointed JPs only)
- Appeal.

In this example, we select Change of Name.



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

Log a change

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.

Change Type

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

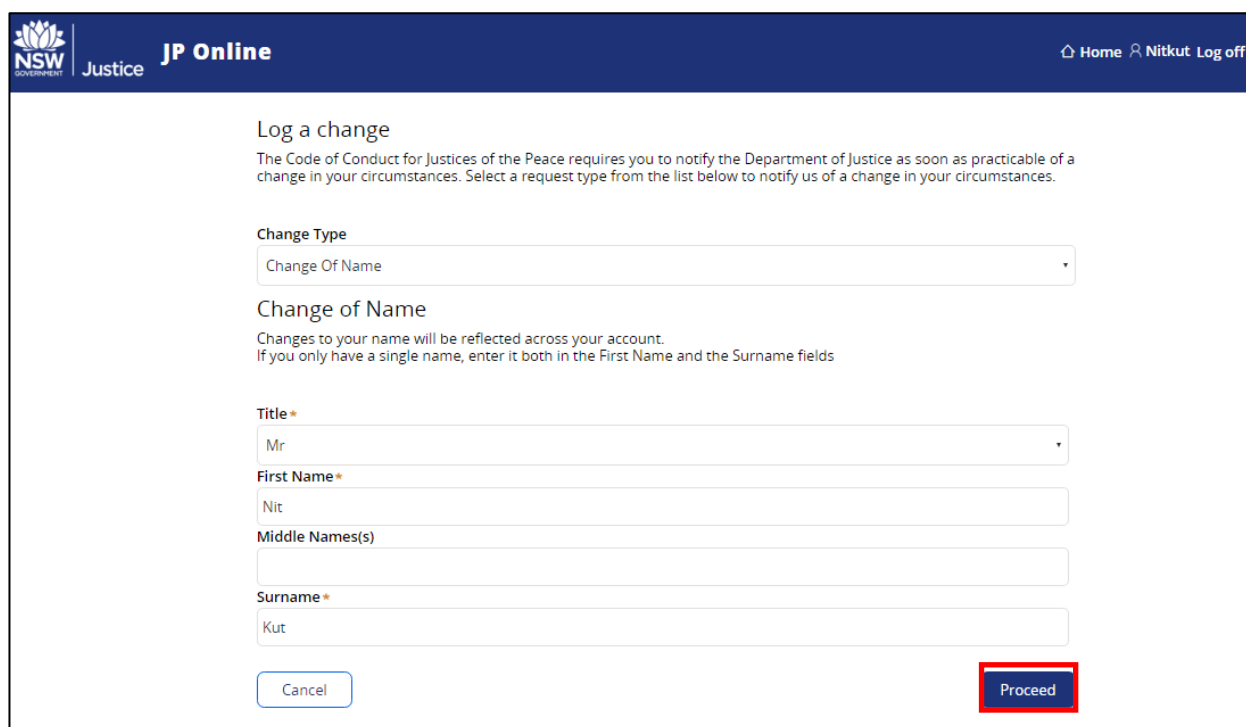
Nit

Middle Names(s)

Surname*
Kut

Cancel Proceed

Enter the relevant details, then select **Proceed**.



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

Log a change

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.

Change Type

Change Of Name

Change of Name

Changes to your name will be reflected across your account.
If you only have a single name, enter it both in the First Name and the Surname fields

Title*
Mr

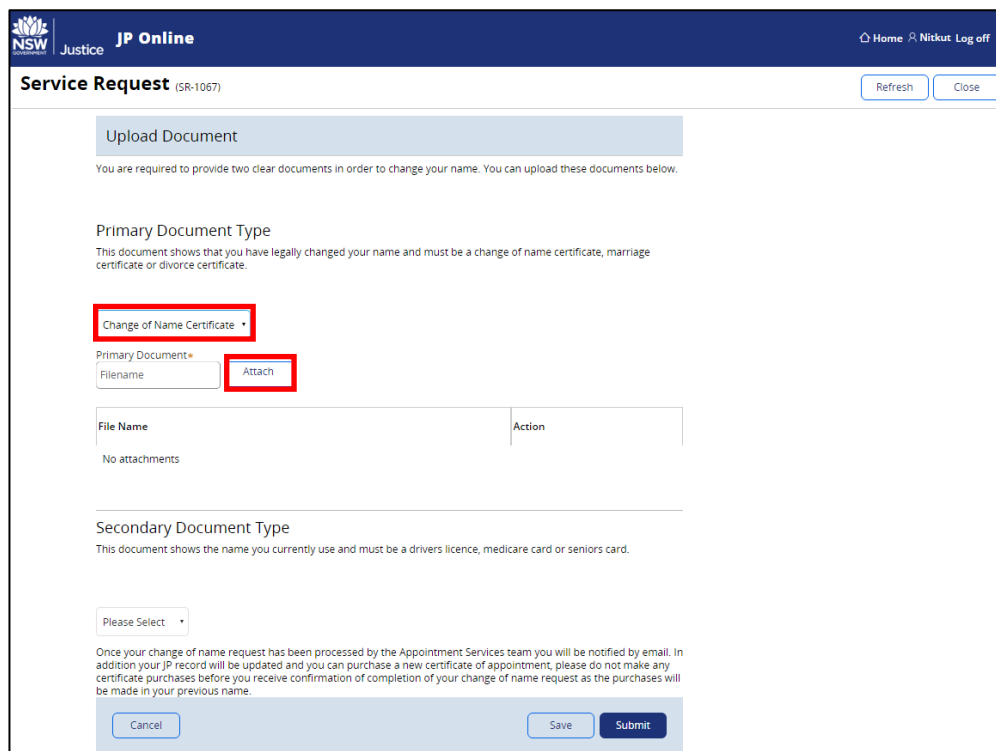
First Name*
Nit

Middle Names(s)

Surname*
Kut

Cancel **Proceed**

Select the Primary Document Type from the drop-down menu. Then, select **Attach** to browse and attach the relevant file.



Service Request (SR-1067) Refresh Close

Upload Document

You are required to provide two clear documents in order to change your name. You can upload these documents below.

Primary Document Type
This document shows that you have legally changed your name and must be a change of name certificate, marriage certificate or divorce certificate.

Change of Name Certificate ▾

Primary Document ▾

Filename Attach

File Name	Action
No attachments	

Secondary Document Type
This document shows the name you currently use and must be a drivers licence, medicare card or seniors card.

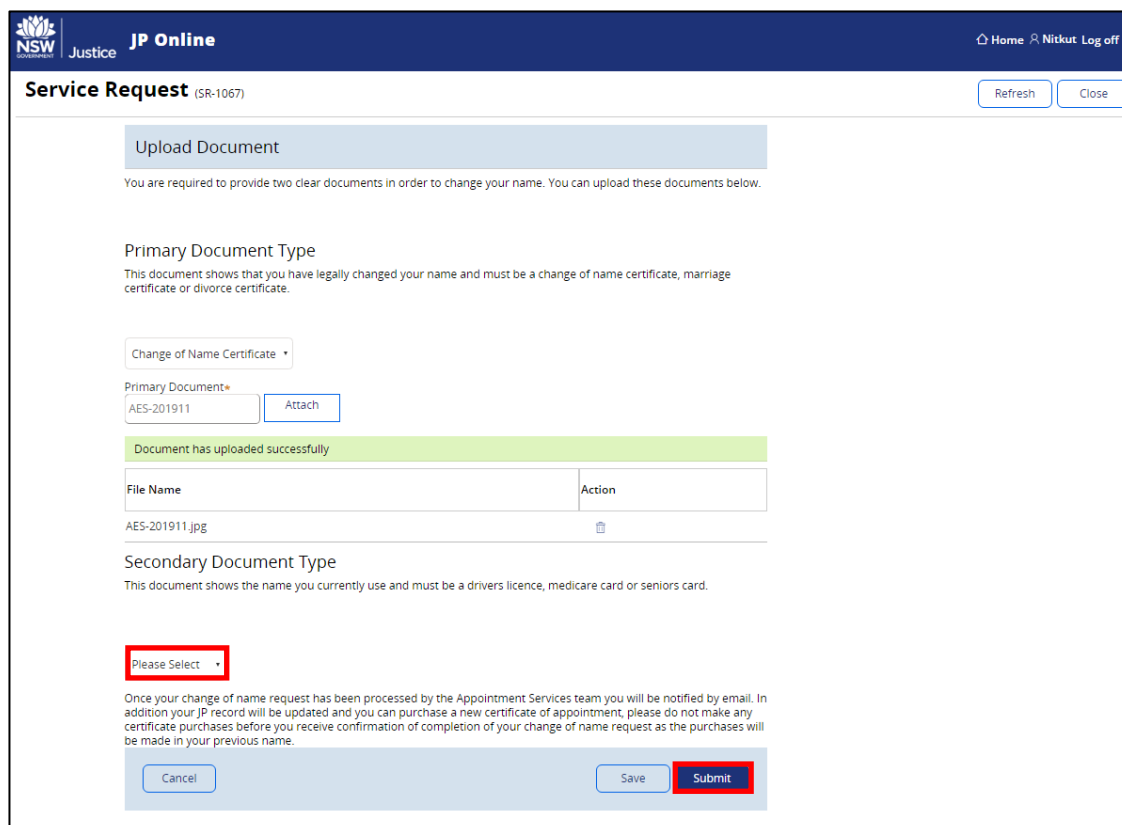
Please Select ▾

Once your change of name request has been processed by the Appointment Services team you will be notified by email. In addition your JP record will be updated and you can purchase a new certificate of appointment, please do not make any certificate purchases before you receive confirmation of completion of your change of name request as the purchases will be made in your previous name.

Cancel Save Submit

Select the Secondary Document Type from the drop-down menu. Then, select **Attach** to browse and attach the relevant file.

Select **Submit** to log the request.



Service Request (SR-1067) Refresh Close

Upload Document

You are required to provide two clear documents in order to change your name. You can upload these documents below.


Primary Document Type
This document shows that you have legally changed your name and must be a change of name certificate, marriage certificate or divorce certificate.

Change of Name Certificate ▾

Primary Document ▾

AES-201911 Attach

Document has uploaded successfully

File Name	Action
AES-201911.jpg	

Secondary Document Type
This document shows the name you currently use and must be a drivers licence, medicare card or seniors card.

Please Select ▾

Once your change of name request has been processed by the Appointment Services team you will be notified by email. In addition your JP record will be updated and you can purchase a new certificate of appointment, please do not make any certificate purchases before you receive confirmation of completion of your change of name request as the purchases will be made in your previous name.

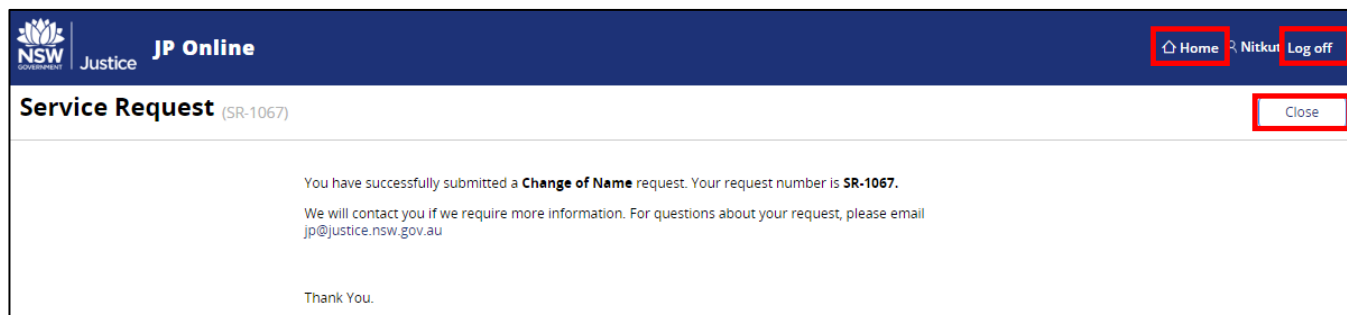
Cancel Save Submit

Step 3: sign out

A message will display confirming your request has been submitted.

Select **Close** or **Home** to return to your JP Online account homepage.

Select **Log off** when you have finished to keep your account secure.



The screenshot shows the JP Online interface. At the top left is the NSW Government logo and 'Justice JP Online'. At the top right are 'Home' and 'Log off' buttons. Below the header is a 'Service Request (SR-1067)' section with a 'Close' button. The main content area contains the following text:

You have successfully submitted a **Change of Name** request. Your request number is **SR-1067**.

We will contact you if we require more information. For questions about your request, please email jp@justice.nsw.gov.au

Thank You.

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)