Follow the steps below to purchase a Justice of the Peace Handbook or Certificate of Appointment using JP Online.

**Step 1: log in**

Go to JP Online and log in to your account. Select **Purchase Item(s)** from the homepage.
**Step 2: add products to cart**

Select **Add to cart** to purchase a handbook or certificate.

The JP Certificate is only available to purchase if you are an appointed JP.

Certificates are processed at the time they are received and will contain the dates of a JPs current term of office as at the date of purchase. JPs who have a reappointment application which is being processed should wait until you are notified of the outcome of the application before purchasing a certificate.

Your shopping cart will display and show the total amount owing including GST and postage. Select **Continue**.
Step 3: enter your shipping details

Enter your shipping details.

When entering your postcode, a list will display. Select your postcode from the list to fill the Suburb and State fields. Then, select Continue.
Step 4: review your order

Review your order details then select **Continue**.

Select **Back** to change your order or shipping details.
Step 5: payment

Select either Credit/Debit Card or BPAY to choose your payment method. Then, select Continue.

Step 5a: credit/debit card payment

To pay using a credit/debit card, enter your card details then select Next.
Review your payment details then enter the verification code. You will need to accept the surcharge to complete payment using a credit/debit card. Then, select **Confirm**.

Select **Finish** to complete your purchase. A message confirming your payment will display on the next screen.

You can also print or email yourself a copy of the receipt.
Step 5b: BPAY payment

If you are paying using BPAY, the BPAY advice will display. Select **Confirm** to send a copy of the payment advice to your registered email address.

A message to confirm that your order has been placed will display on the next screen.

You will be emailed a tax invoice once payment has been received.
Step 6: Confirm order has been successfully placed

You will see this screen once your order has been successfully placed. If you do not see this screen please contact us so we can finalise your order on your behalf.

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**Step 7: Log off**

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

<table>
<thead>
<tr>
<th>Registration Number</th>
<th>Appointed On</th>
<th>Service Purpose</th>
<th>Appointment expiry</th>
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<td>Employment</td>
<td>01 January, 2023</td>
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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 (including Driver's Licences), 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

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<th>Status</th>
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<td>29 April, 2019</td>
<td>In Progress</td>
<td>Withdraw</td>
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<td>Service Request: S9-1067</td>
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<tr>
<td>Reappointment: R-778</td>
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</tbody>
</table>
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 Communities and Justice
Sydney NSW 2001

Call the JP Infoline
02 8688 7487