

JP Online – update profile

Follow the steps below to update your JP Online profile and account details.

Step 1: log in

Go to <u>JP Online</u> and log in to your account. Click your name in the right corner of the blue ribbon.

Communities and Justice Justices of the Peace				🛧 Home 🗐 JP Handbook 🛓 Angela Surname 🗸
NSW Department of Commun	nities and Justice			
	Registration number		Most recent appointment dat 02 December, 201	e 8
	Service purpose Community		Appointment expir 01 December, 202	y 13
	Access and manage y	your JP registration		
	Practice Test	JP Knowledge Test	Reapply to become a JP	
	A tool to help you prepare before taking the JP knowledge test	This is a requirement for all existing JPs and new JP applicants	Complete the application form	
	•	•	•	
	Change my details	Order JP Products	Log Book	
	Update your contact, address and public register details	Purchase a JP handbook or JP Certificate	Record the services you provide as a NSW JP	
	•	•	•	

Select Profile.





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Step 2: enter new details

Click on the relevant tab to update your information. Once updated, select **Update**. You can update other sections of your profile such as:

- your password
- JP public register details including hours of availability (only available to appointed JPs)
- preferred languages
- your address (only available to appointed JPs).

Personal details	Contact details	Address details	Service details	Booking	Preferred languages	Char 🔪 🗸
Title						
Mr 🗸						
First name						
Angela Last name						
Surname						
Note:						
The Code of Conduct fo	<u>r Justices of the Peace</u> re	equires you to notify the	Department of Commu	nities and Justice	as soon as practicable of a cl	hange in your
circumstances.						
To update the name, sele	ct update button below t	o submit service reques	it.			

Step 3: sign out

Select your name, then **Logout** when you have finished to keep your account secure.





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More information

- Visit the website at https://www.dcj.nsw.gov.au/legal-and-justice/legal-assistance-and-representation/justice-of-the-peace.html
- Email jp@dcj.nsw.gov.au
- Write to

Appointments and Applications NSW Department of Communities and Justice Locked Bag 5000 Parramatta NSW 2124

Call the JP Infoline on 02 8688 0500
(8.30am – 11.30am and 1.30pm – 3.30pm, Monday to Friday)