

# JP Online - getting started – appointed JP

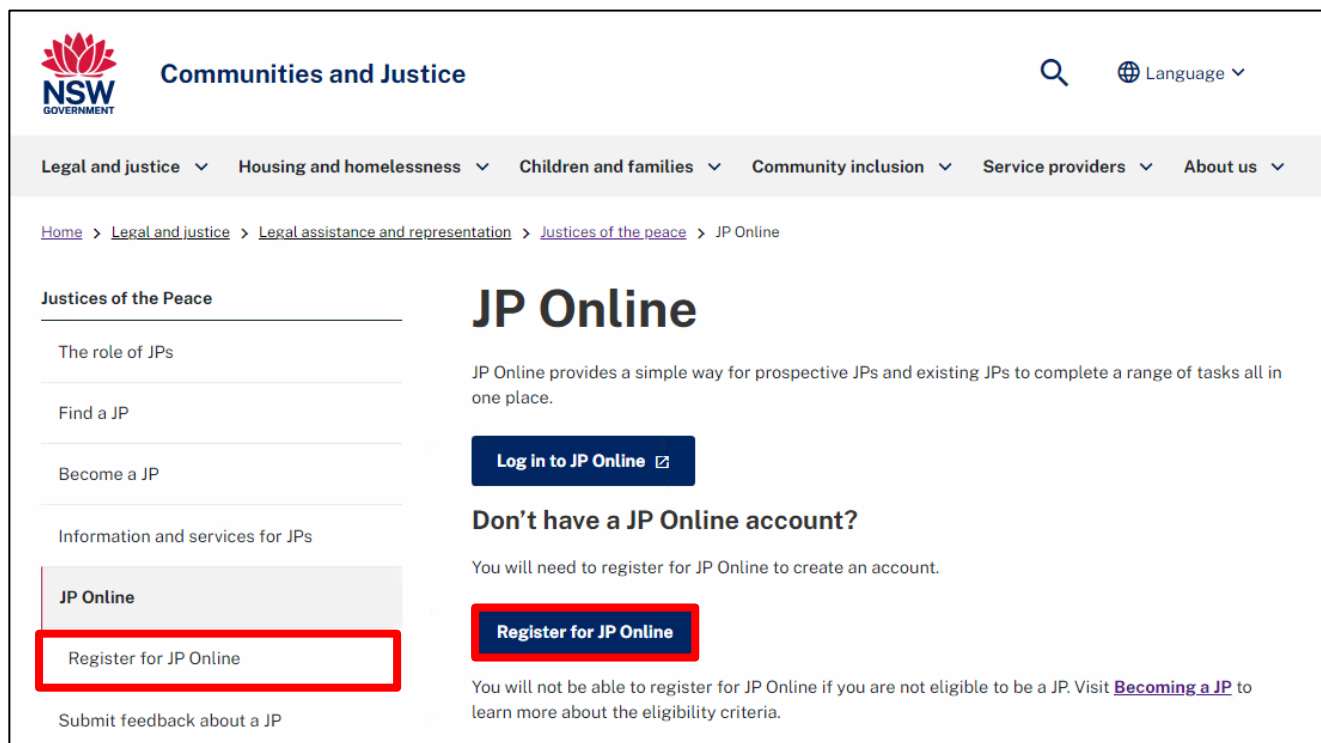
If you are an appointed Justice of the Peace (JP), follow the steps below to set up your JP Online account.

You must register for JP Online to receive correspondence from the Department of Communities and Justice, including reminders for reappointment.

You can use JP Online to apply for reappointment, update your appointment details, check your JP registration number and expiry date, and order JP products.

## Step 1: register

Visit [JP Online](#) and select **Register for JP Online** from the page.



The screenshot shows the 'Communities and Justice' website. The main navigation menu includes 'Legal and justice', 'Housing and homelessness', 'Children and families', 'Community inclusion', 'Service providers', and 'About us'. The breadcrumb trail is 'Home > Legal and justice > Legal assistance and representation > Justices of the peace > JP Online'. On the left sidebar, under 'Justices of the Peace', the 'JP Online' link is highlighted with a red box, and the 'Register for JP Online' button is also highlighted with a red box. The main content area features a 'JP Online' heading, a description of the service, a 'Log in to JP Online' button, and a 'Don't have a JP Online account?' section with a 'Register for JP Online' button. A note at the bottom states: 'You will not be able to register for JP Online if you are not eligible to be a JP. Visit [Becoming a JP](#) to learn more about the eligibility criteria.'

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

Have you ever been appointed as a Justice of the Peace (JP) in NSW before?

Yes  
 No

**Please enter the details below**

Appointment number \*  
123456

Date of birth \*  
1 ▾ January ▾ 1923 ▾

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A message confirming that your details have been validated will display. Select **Proceed**.

If the confirmation 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).

### Please enter the details below

Appointment number \*

Date of birth \*

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

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Enter your personal details and create your password, then select **Continue**.

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.

## Create profile

### Personal details

**i** To create a JP online account, fill your details as required below including the email address you will use to log in to your account.

**Title**

Mr ▼

**First name**

**Do you have a middle name?**

---Select--- ▼

**Surname**

**Date of birth** ? \*

30 ▼

October ▼

1958 ▼

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### Contact details

**i** To receive a security code sent to your mobile number, please provide a valid mobile number.

Mobile phone  
1234567892

Email address\*  
xxxxx@xxx.com

Confirm email address\*

Password\*

Confirm password\*

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To verify your account, we will send you a unique security code.  
 The security code will be sent to your email address or mobile (based on your selection).  
 Select either SMS or Email, then select **Send security code**.

### Account verification

**i** To verify your account, we will send you a unique security code to your email address - friquoufroilenu-5264@yopmail.com or mobile - based on your selection. This helps to keep your details safe and secure. Once you receive the security code, please enter the code below and select verify.

Please select the below option to send security code to verify your account \*

SMS  
 Email

Send security code

Enter the security code you receive via SMS or email and select **Verify**.

Please select the below option to send security code to verify your account \*

SMS  
 Email


**✓ Security code sent successfully to the provided email address.**

**Note:** The security code is valid for 15 minutes and one time use only.

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Once your security code has been verified, you can proceed.  
You will be prompted to accept and confirm your profile registration.  
Please tick all the required boxes, then select the **Register** button.

 **Your security code has been verified and validated.**

**Accept and confirm your profile registration.**

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 agree to the Department of Communities and 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.

I consent to the Department of Communities and Justice making confidential inquiries about my character and suitability for appointment through my nominated referees, and any relevant agency and its employees.

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Once you have selected **Register**, a confirmation screen will display.

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

We will also send you an email confirming your successful registration.

### Confirmation

 **Congratulations**

You have successfully registered for a JP Online account.

Your user ID to login : friquoufroilenu-5264@yopmail.com

**Thank you,  
Appointment Services  
Department of Communities and Justice**

[Close](#)      To continue to your JP online account [Login here](#)

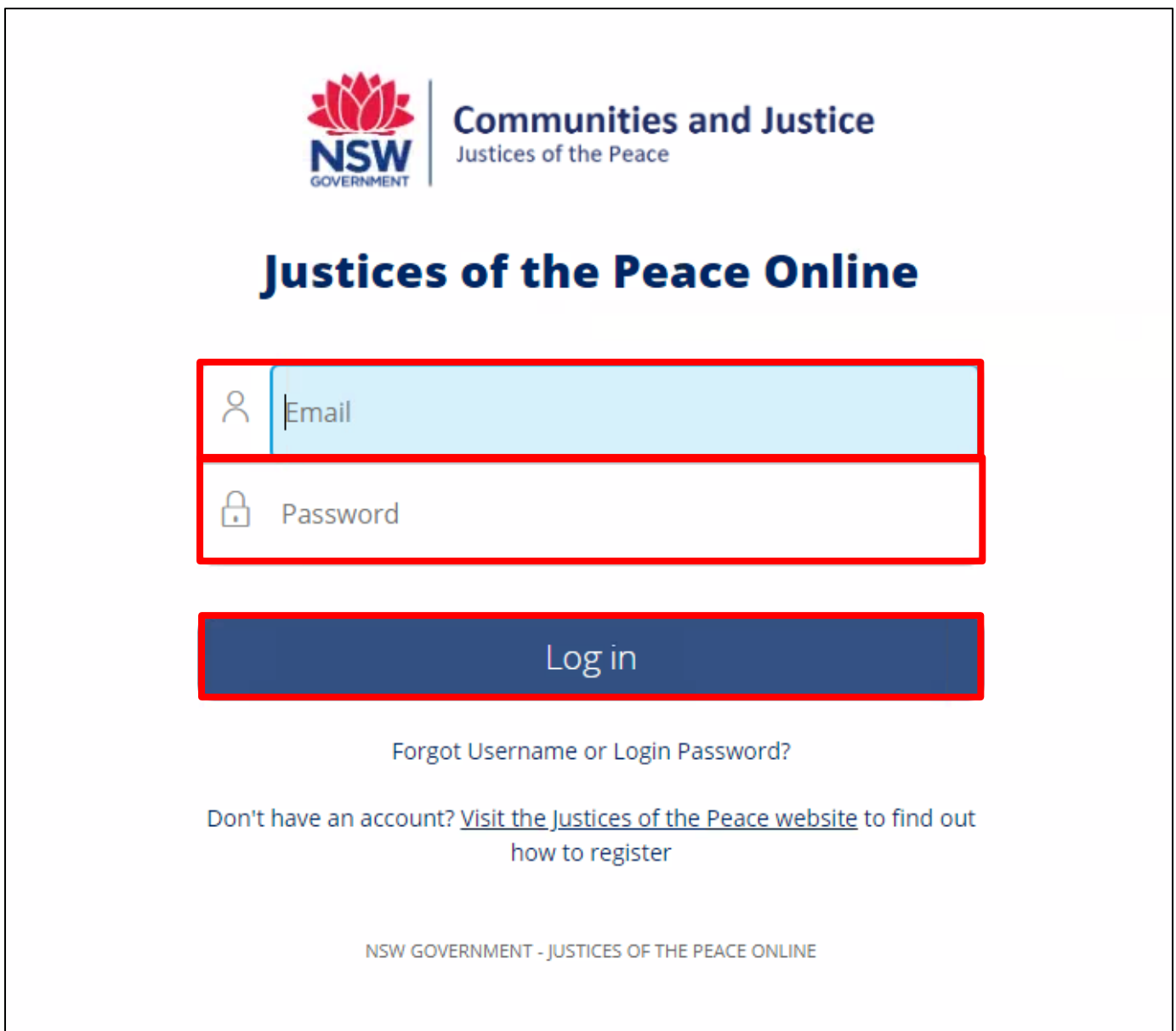


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## Step 2: update your JP public register details

Log in to your account to update your details.

To log in, enter your username (this should be your email address) and password, then select **Log in**.



The screenshot shows the login interface for the Justices of the Peace Online system. At the top left is the NSW Government logo, and to its right is the text 'Communities and Justice Justices of the Peace'. The main heading is 'Justices of the Peace Online'. Below this are two input fields: 'Email' (with a person icon) and 'Password' (with a lock icon). A blue 'Log in' button is positioned below the fields. Underneath the button is a link for 'Forgot Username or Login Password?'. At the bottom, there is a link for 'Don't have an account? Visit the Justices of the Peace website to find out how to register'. The footer text reads 'NSW GOVERNMENT - JUSTICES OF THE PEACE ONLINE'.

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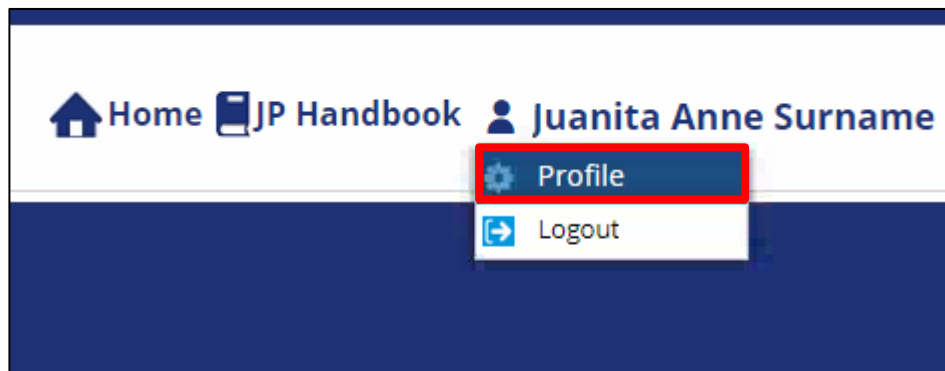
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Once you have logged in, you can check your appointment details, including your appointment expiry date, on the JP Online homepage.

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 in the top right-hand corner to update your JP public register details.

Registration number .....	Most recent appointment date 06 November, 2018
Service purpose Community	Appointment expiry 05 November, 2023

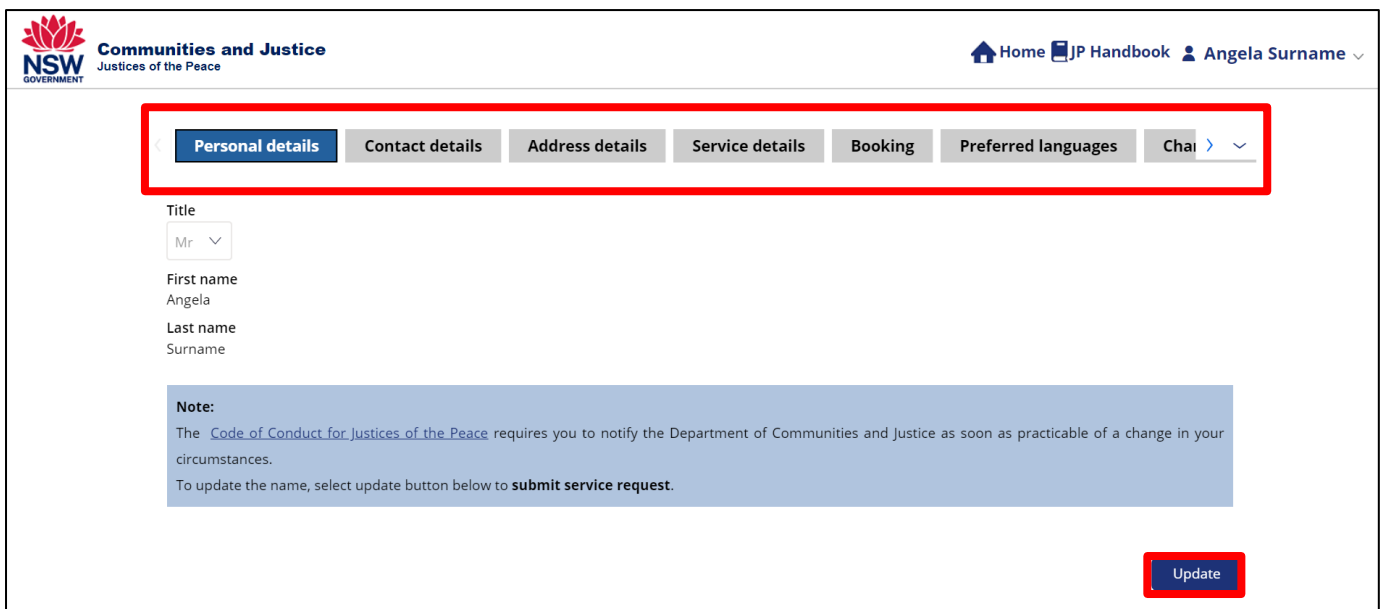


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Navigate the update profile section by clicking on the tabs.

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 **Preferred languages** to add another language to your JP public register listing. Make sure to select **Update** to save your information.



**Communities and Justice**  
Justices of the Peace

Home JP Handbook Angela Surname

Personal details Contact details Address details Service details Booking Preferred languages Cha > ▾

Title  
Mr ▾

First name  
Angela

Last name  
Surname

**Note:**  
The [Code of Conduct for Justices of the Peace](#) requires you to notify the Department of Communities and Justice as soon as practicable of a change in your circumstances.  
To update the name, select update button below to **submit service request**.

Update

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- Please select the hours you will generally be available for JP duties.
- You do not have to be available at all of these times, but you will not be contacted outside of those times.

Service timings

Day	Available	From time*	To time*
Monday	<input checked="" type="checkbox"/>	9 ▾ 00 ▾ AM ▾	5 ▾ 00 ▾ PM ▾
Tuesday	<input checked="" type="checkbox"/>	9 ▾ 00 ▾ AM ▾	5 ▾ 00 ▾ PM ▾
Wednesday	<input checked="" type="checkbox"/>	9 ▾ 00 ▾ AM ▾	5 ▾ 00 ▾ PM ▾
Thursday	<input checked="" type="checkbox"/>	9 ▾ 00 ▾ AM ▾	5 ▾ 00 ▾ PM ▾
Friday	<input checked="" type="checkbox"/>	9 ▾ 00 ▾ AM ▾	5 ▾ 00 ▾ PM ▾
Saturday	<input type="checkbox"/>		
Sunday	<input type="checkbox"/>		

Cancel

Update

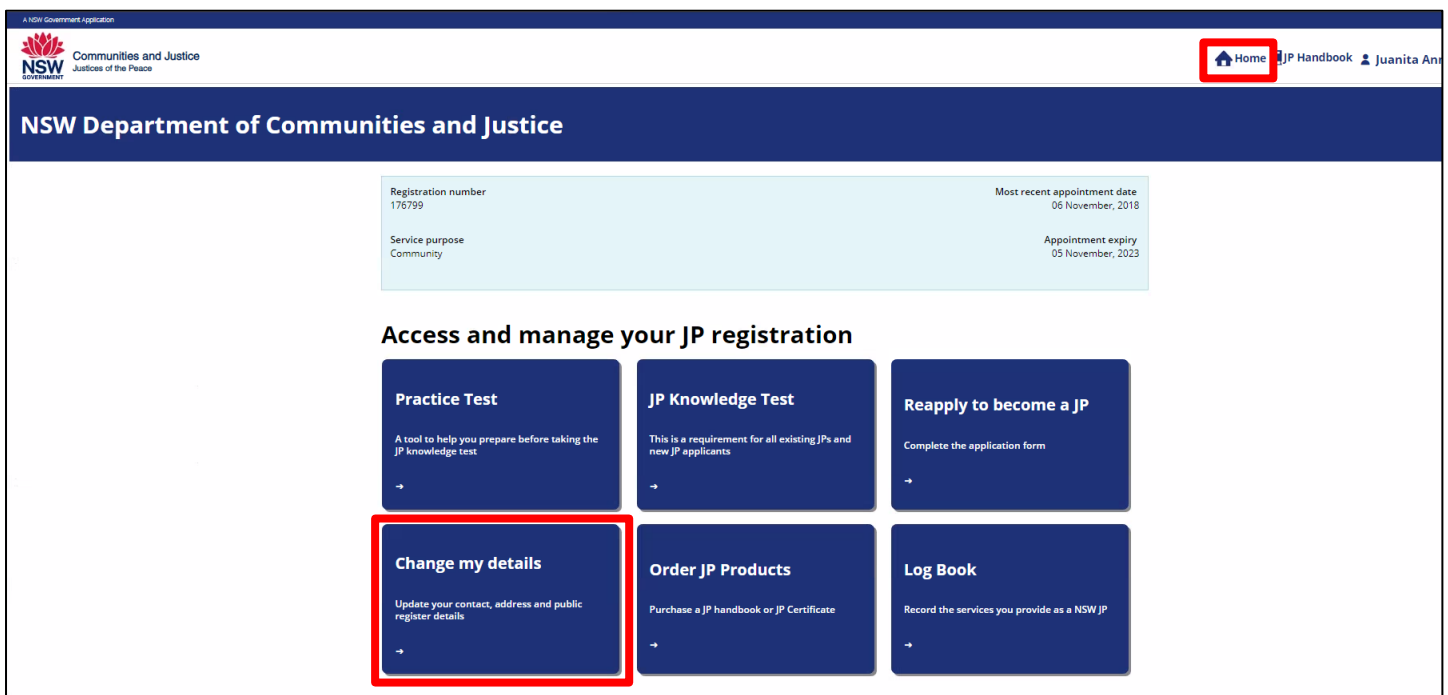
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## Step 3: update your appointment details

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

From the homepage, you can notify us of a change in your circumstances. Select **Change my details** 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
- Update booking details
- Update preferred language.



The screenshot shows the JP Online homepage. At the top left is the NSW Government logo and 'Communities and Justice Justices of the Peace'. At the top right is a navigation bar with 'Home', 'JP Handbook', and a user profile 'Juanita An...'. The main header reads 'NSW Department of Communities and Justice'. Below this is a summary box with registration details: Registration number 176799, Most recent appointment date 06 November, 2018, Service purpose Community, and Appointment expiry 05 November, 2023. The main section is titled 'Access and manage your JP registration' and contains six blue buttons: 'Practice Test', 'JP Knowledge Test', 'Reapply to become a JP', 'Change my details' (highlighted with a red box), 'Order JP Products', and 'Log Book'. Each button has a brief description and a right-pointing arrow.


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Complete the details in the request. Each request will ask you to enter different details. To submit the request, select **Proceed** or **Submit**.

For more information on how to update your appointment details via JP Online, you can watch an [instructional video](#).

## Change my details

The Code of Conduct for Justices of the Peace requires you to notify the Department of Communities and 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.

Watch a video on how to change your details 

Update Service Type	Update Service Details	Update Preferred Language
Update Phone Number	Update Password	Update Correspondence Email ID
Update Booking Details	Update Address	Resignation
New Disclosure	Change Of Name	

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## Step 4: take the JP knowledge test – if your appointment expires within the next 12 months

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

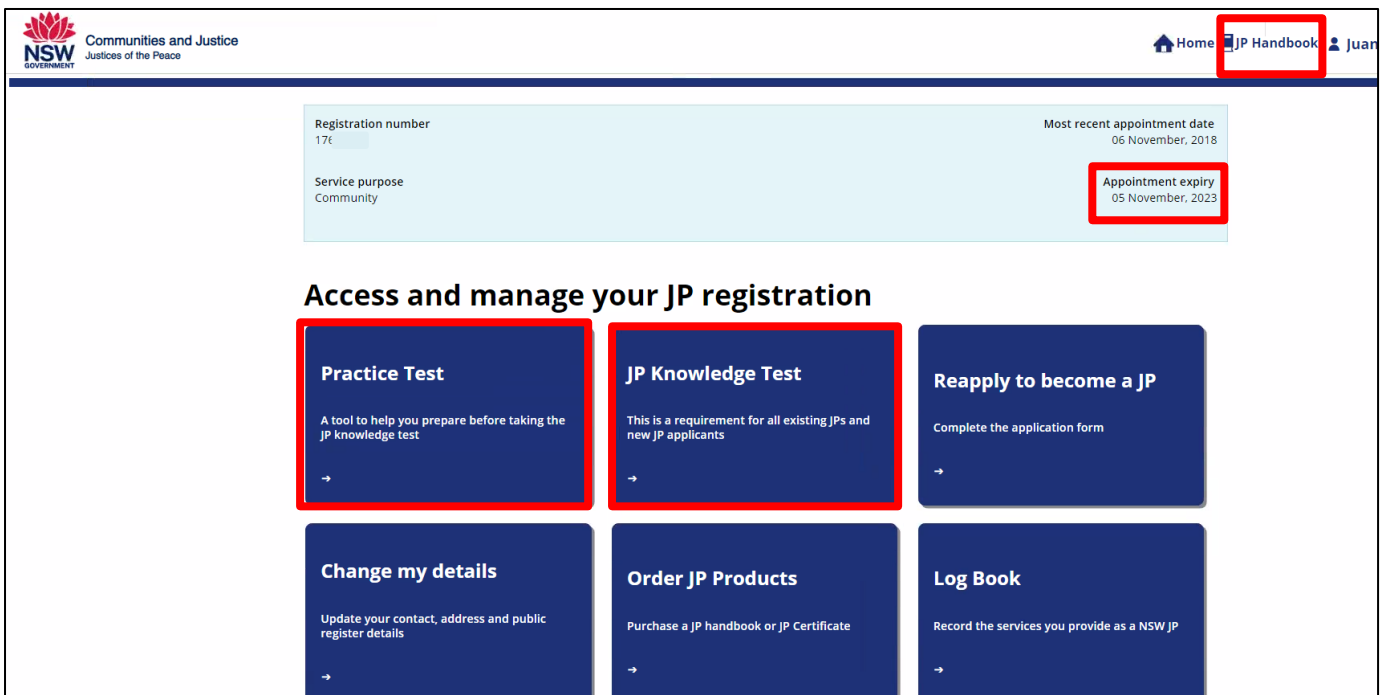
Check your appointment expiry date on the JP Online homepage. **If your appointment expiry date is less than 12 months away**, you will need to take the JP knowledge test before you can start a reappointment application.

You should have a copy of the JP handbook with you when attempting the JP knowledge test. Click the JP Handbook button in the top right hand corner to open a digital copy.

You can practice the JP knowledge test by selecting the **Practice Test** icon.

When you are ready to attempt 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 do not need to complete the test until 12 months prior to the end of your term.



The screenshot shows the JP Online homepage. At the top left is the NSW Government logo and 'Communities and Justice Justices of the Peace'. At the top right are navigation links for Home, JP Handbook, and a user profile icon. Below the navigation is a light blue box containing registration details: 'Registration number 176', 'Service purpose Community', 'Most recent appointment date 06 November, 2018', and 'Appointment expiry 05 November, 2023'. The 'Appointment expiry' date is highlighted with a red box. Below this is the heading 'Access and manage your JP registration' followed by six dark blue buttons with white text and arrows: 'Practice Test' (highlighted with a red box), 'JP Knowledge Test' (highlighted with a red box), 'Reapply to become a JP', 'Change my details', 'Order JP Products', and 'Log Book'.

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## 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 **Logout** when you have finished to keep your account secure.



## 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](mailto: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)