



3 Important information about your appointment

This section provides important information about your appointment as a Justice of the Peace, including the public register of JPs and how to apply for reappointment.

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You are responsible for your JP registration, so please read this section carefully.

It is important that you know:

- how the JP public register works;
- about the reappointment process; and
- how to tell the Department if your details change.

3.1 Justices of the Peace register


The Justices of the Peace register (**JP register**) is an online public listing of all current JPs in NSW. Take a moment to familiarise yourself with the JP register at www.jp.nsw.gov.au 


The JP register allows members of the public to search for a JP who is available in their local area. JPs may nominate the locations where they usually perform their functions as a JP, and the telephone numbers that they can be reached on.

You can also use the JP register to check if a person is appointed as a JP by entering the JP's name or registration number.


3.2 Keeping your details up to date: using JP Online

The Code of Conduct for JPs requires you to keep your contact details up to date with the Department. This helps maintain an accurate JP register. This also means that you receive important communication from the Department about your registration, including reappointment reminders and updates to procedures.

We protect the privacy of your personal information according to the law governing public sector agencies in NSW. More information is in our 'Privacy policy for the administration of JP appointments', available online at www.jp.nsw.gov.au  or on request to the Department.

All JPs can maintain their registration details at [JP Online](#) . JP Online allows you to:

- check your JP registration number and expiry date;
- notify changes in your name, address or contact details;
- apply for reappointment;
- submit changes in circumstances;
- update public register details; and
- order the JP handbook and certificate.

Detailed instructions on how to use JP Online are available at www.jp.nsw.gov.au 

If you require assistance in applying for reappointment you can email the Appointment Services Team at jp@justice.nsw.gov.au or you can visit your local Service NSW centre.

At Service NSW centres, prospective and existing JPs are able to:

- access the internet;
- obtain assistance with establishing a JP Online account; and
- obtain assistance with establishing an email account (if necessary).

All Service NSW centres are equipped with hard copies of the JP Handbook to assist with the completion of the JP Knowledge Test.

To find your nearest service centre, visit www.service.nsw.gov.au/service-centre  or call 13 77 88.

If you require further assistance with the JP Knowledge Test over the phone, you may contact the JP Infoline on (02) 8688 0500 and a staff member will assist with your enquiry or make an appointment to help you later.


If you are unable to access JP Online and wish to manage your registration, please contact the Department directly.

JP registration numbers

Each JP in NSW is issued a unique six-digit **registration number**. This registration number is found on JP Online. Keep your JP registration number where you can locate it and refer to it as needed. The Code of Conduct for JPs states that a JP must clearly record their JP registration number (with their full name and signature) on the document when providing JP services.

Seven and nine-digit registration numbers, which were issued to JPs in the past, are no longer valid and should not be used.

Changing your address or other contact details

You can keep your personal details and contact details up to date by updating your [JP Online profile](#) . This allows you to update:

- email, postal or residential address;
- home, work or mobile telephone numbers;
- telephone number that members of the public can use to contact you for JP services; and
- the location where you usually perform your functions as a JP.


Detailed instructions are available at www.jp.nsw.gov.au .

Changing your name

You are required to notify the Department if your name has changed under the Code of Conduct for JPs. You can only deliver JP services using the name that appears on the JP register. You should not perform JP services in your new name until you have received confirmation from the Department that it has been updated on the register.


When advising the Department of a change of name, you must provide:

- a certified copy of the change of name document. For example, a marriage certificate, or change of name document from Births, Deaths and Marriages; and
- another document which proves that you use the new name. For example, a certified copy of your driver licence, Medicare card or Seniors Card.

You can change your name by logging into JP Online and using the 'Log a change' option. Detailed instructions are available at www.jp.nsw.gov.au 


Changing your profile listing on the JP Register

A JP can opt out of having their location and telephone numbers listed on the JP register. This may be useful for employment-based JPs. This is selected on the application form for appointment or reappointment.

You can also change these details at any time through JP Online. Detailed instructions are available at www.jp.nsw.gov.au 

Moving interstate or overseas

If you permanently move interstate or overseas, you should resign your appointment as a JP in NSW. This is because you are not authorised to act as a NSW JP while you are in another state, territory or country. You would also no longer meet the criteria as an employment or community based need for JP appointment. Your appointment is not transferable to another state, territory or country.

You can resign as a JP by logging into JP Online using the 'Log a change' option. Detailed instructions are available at www.jp.nsw.gov.au 

3.3 Your term of appointment

Criteria for appointment

A person must meet the following criteria to be appointed as a JP:


- be at least 18 years of age;
- be nominated by a NSW Member of Parliament;
- be an Australian citizen or a person who is entitled to vote at a general election for the Legislative Assembly;
- be of good character;
- not be an undischarged bankrupt;
- meet an employment- or community-based need for appointment; and
- pass the JP Knowledge Test on JP Online.

Five-year terms

All JP appointments are for five-year terms. The start and end dates of your term are included in your letter of appointment and available to view on JP Online. Record these dates somewhere easy for you to locate for future reference.


Five-year terms help the Department maintain an accurate public JP register and an up-to-date database of JP contact details. It also means that only JPs who remain eligible and willing to hold the office continue to do so.

Applying for reappointment

If you have a continuing need for your appointment as a JP, you must apply for reappointment **before** the end of your five-year term. The Department will send you a reminder email notice up to 12 months before the end of your term. More information about the reminder process is at www.jp.nsw.gov.au 

To make sure you receive your reminder, keep your details up to date on JP Online. It is essential that you tell the Department as soon as possible of any changes to your email address, postal address or telephone numbers.

The reappointment process requires you to confirm your personal information and answer questions about your eligibility to continue as a JP. You must also successfully pass the JP Knowledge Test. You do not need to be nominated for reappointment by a Member of the NSW Parliament.

You can apply for reappointment through JP Online from 12 months before the end of your term of appointment. Detailed instructions are available at www.jp.nsw.gov.au 


Lapsed appointments

If you do not apply for reappointment before your five-year term ends, your appointment will automatically lapse. If your appointment lapses and you wish to continue as a JP, you must submit an application for a new appointment.

Unfortunately there is no provision in the legislation to reappoint a JP once their appointment has lapsed. This means the Department is unable to take into account personal circumstances and requires all JPs whose appointment has lapsed to apply for a new appointment. You will be able to retain your existing JP number once successfully appointed.

You must not carry out JP functions at any time while you do not have a current appointment as a JP. If you do, it is possible that any functions you perform are invalid. Exercising JP functions without holding a valid appointment may also be an offence in some circumstances.

3.4 Code of Conduct for Justices of the Peace

Your appointment as a JP is subject to the Code of Conduct for Justices of the Peace in NSW. The Code of Conduct is at **Section 5** on page 123 at the back of this handbook. It is also available at www.jp.nsw.gov.au 

The **Code of Conduct** establishes acceptable standards of conduct for JPs. It clarifies standards for those JPs who may be uncertain of their obligations. It is also useful for members of the public who are unsure about what to expect when using JP services.

It is important that you understand and comply with the Code of Conduct. Your appointment as a JP is reviewed if you do not comply with the Code of Conduct.

3.5 Complaints about JPs and reviews of JP appointments

The Attorney General has issued the Department with 'Guidelines on the appointment of JPs: handling complaints and reviewing appointments'. A copy is available at www.jp.nsw.gov.au  or on request to the Department.

Complaints about a JP

A complaint about a JP can be made in writing to the Department. To help the Department in processing the complaint, it should include information specified in the **Guidelines**.


The Department will generally focus on matters about the eligibility of the JP to continue to hold the office, or conduct of a JP when providing JP services. The response may include issuing the JP a reminder or warning letter, or reviewing the JP's appointment.

Reviews of JP appointments

A person's appointment as a JP may be reviewed at any time if questions arise about their suitability to remain a JP. This is prescribed by the *Justices of the Peace Act 2002* and the *Justices of the Peace Regulation 2020*.

This may include cases where the JP:

- is alleged to have breached the Code of Conduct for JPs;
- no longer satisfies the criteria for appointment; or
- meets the grounds for removal from office.

If a person no longer satisfies the criteria for appointment, or meets grounds for removal, they are obliged to notify the Department. This can be done through JP Online using the 'Log a change' option. Detailed instructions are available at www.jp.nsw.gov.au .

This notice must be given as soon as possible after the JP becomes aware of the matter concerned. A penalty applies if you do not notify the Department. If a person's appointment as a JP is to be reviewed, they will be notified and given the opportunity to respond to the concerns raised.

3.6 When your appointment as a JP ends

Your appointment as a JP ends if you:

- complete a 5-year term without being reappointed;
- resign as JP; or
- are removed from office by the Governor of NSW.


Completing a term of office without reappointment

Your term of appointment as a JP will automatically end after five years if:

- you did not apply for reappointment before the end of your five-year term; or
- your application for reappointment was unsuccessful.

More information about applying for reappointment see page 105.

Resigning from office

You can resign from your appointment at any time by logging into JP Online using the 'Log a change' option. Detailed instructions are available at www.jp.nsw.gov.au 

You can also resign your appointment by writing to the Attorney General c/- the Department of Communities and Justice. Contact details are at the back of this handbook.

Retiring from office

People who are granted the 'JP (Retired)' title will be able to keep it for life. They will not appear on the NSW public register of Justices of the Peace and will not be authorised to exercise JP functions.

To apply for the JP (Retired) title, JPs must:

- be of good character;
- no longer be a JP;
- be 65 years or older when their JP appointment ended; and
- have been a JP for at least 10 consecutive years.

To maintain the integrity of the JP office, people using the JP (Retired) title will still need to meet good character criteria. If you do not meet this requirement, it may result in removal of the title.

To register your interest in applying for the title, please send an email to jp@dcj.nsw.gov.au or, alternatively, call the JP Infoline on (02) 8688 0500.

Removal from office

The Governor of NSW may remove a JP from office at any time, on the recommendation of the Attorney General.

Criteria for removal from office include:

- if the person becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with their creditors or makes an assignment of their remuneration for their benefit;
- if the person becomes a mentally incapacitated person;
- if the person is convicted in NSW of an offence that is punishable by imprisonment for 12 months or more, or is convicted elsewhere than in NSW of an offence that, if committed in NSW, would be an offence so punishable;
- if the person fails to take the oaths of office within four months of the date of their appointment and according to the requirements of the Oaths Act 1900;
- if the Attorney General is of the opinion that the person has failed to properly carry out their functions as a JP; and
- if the Attorney General is of the opinion that the person does not satisfy or no longer satisfies the criteria for appointment as a JP.

3.7 Frequently asked questions: about your appointment

Some frequently asked questions about this topic are included below. For a full list of frequently asked questions included in this handbook, see **Appendix D** on pages 118-119.

FAQ 30. Can I obtain a Certificate of Appointment as a Justice of the Peace?

You can purchase a Certificate of Appointment once you have received confirmation of your appointment. Purchasing a certificate is optional and is not required to perform JP services.




This can be purchased through JP Online at www.jp.nsw.gov.au 

FAQ 31. Is there a JP club or association I can join?

Yes, there are a number of JP associations in NSW that you can join. These are private associations, and offer a range of services including events and education. A number of JP associations also organise JP community desks in public spaces, such as shopping malls, libraries and courthouses across NSW.

Membership is generally charged at a nominal fee. There is no obligation for a JP to join any association.

JP associations in NSW include:

- NSW Justices Association www.nswja.org.au 
- Northern NSW Federation of JPs www.nnswfjps.org 
- Tweed Valley Justices Association www.tweedvalleyjp.com.au 

FAQ 32. I can't access my JP Online account (due to incorrect password or username). What can I do?

If you are having trouble logging into JP Online, you can reset your password online.

At the JP Online log in page, select the **Trouble logging in?** option and follow the instructions on screen. You can choose to reset your password or email your username to your registered email address.

If you cannot reset your password or access your registered email address, contact Appointment Services. Details are at the back of this handbook on page 127.

FAQ 33. I'm having difficulty with the JP Knowledge Test. What can I do?

This handbook has all the information needed to successfully pass the JP Knowledge Test. Remember that you can take the test as many times as you need.

If you have been unsuccessful in passing the test, you can view your results at the end of each attempt. From the end of the test, select **view results** and for each question, you will be shown a reference to the relevant section of the JP Handbook.

The JP Knowledge Test is necessary to make sure that JPs are familiar with the roles and responsibilities of a JP as outlined in JP Handbook. This is a requirement of the JP Code of Conduct.