

JP Online – log a change in circumstance

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.

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 Justice of the Peace (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 via JP Online.

Please read the following step-by-step guide for information on how to notify the Department of a change in circumstance via JP Online.

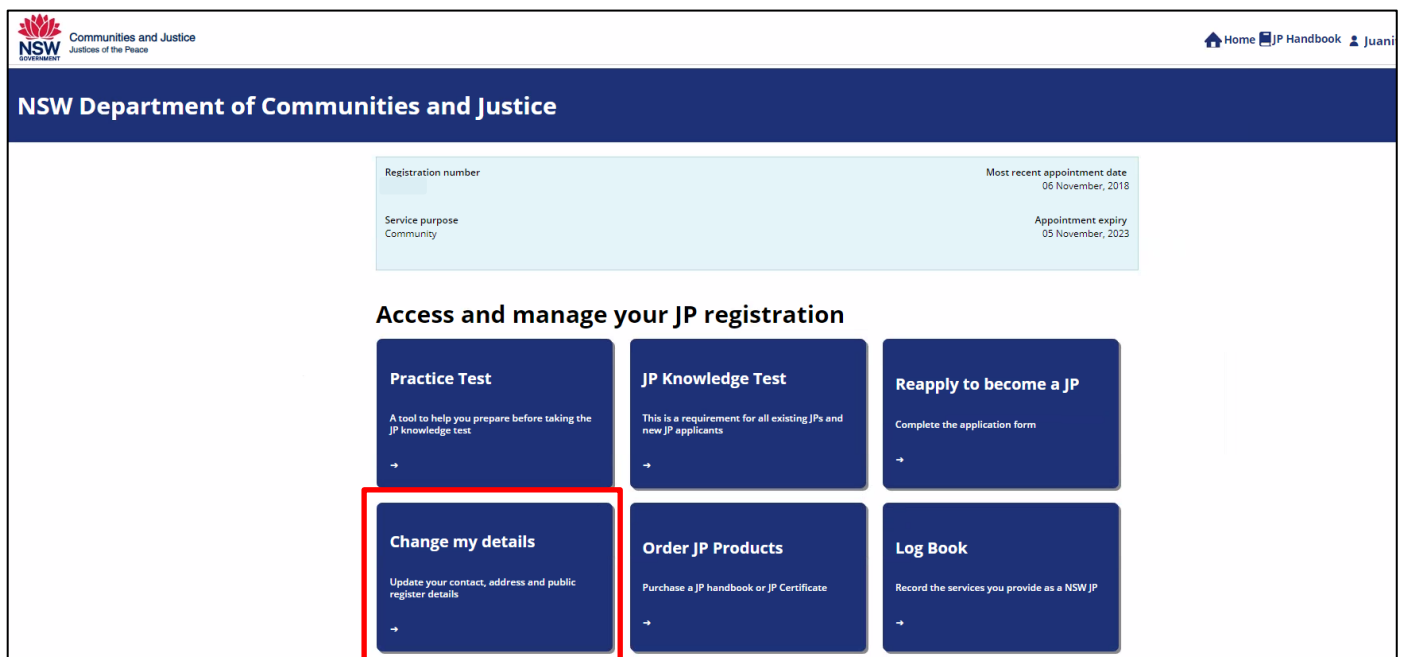
Alternatively, you can [watch an instructional video](#) on how to notify the Department of a change in circumstance via JP Online.

JP Online – log a change in circumstance

Step 1: log in

Go to [JP Online](#) and log in to your account.

Select **Change my details** from your account homepage.



The screenshot shows the user's account 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 the user's name 'Juan'. Below this is a dark blue header with the text 'NSW Department of Communities and Justice'. A light blue box displays registration details: 'Registration number' (blurred), 'Service purpose: Community', 'Most recent appointment date: 06 November, 2018', and 'Appointment expiry: 05 November, 2023'. The main section is titled 'Access and manage your JP registration' and contains six blue buttons with white text and arrows: 'Practice Test', 'JP Knowledge Test', 'Reapply to become a JP', 'Change my details' (highlighted with a red border), 'Order JP Products', and 'Log Book'. Each button includes a brief description of its function.

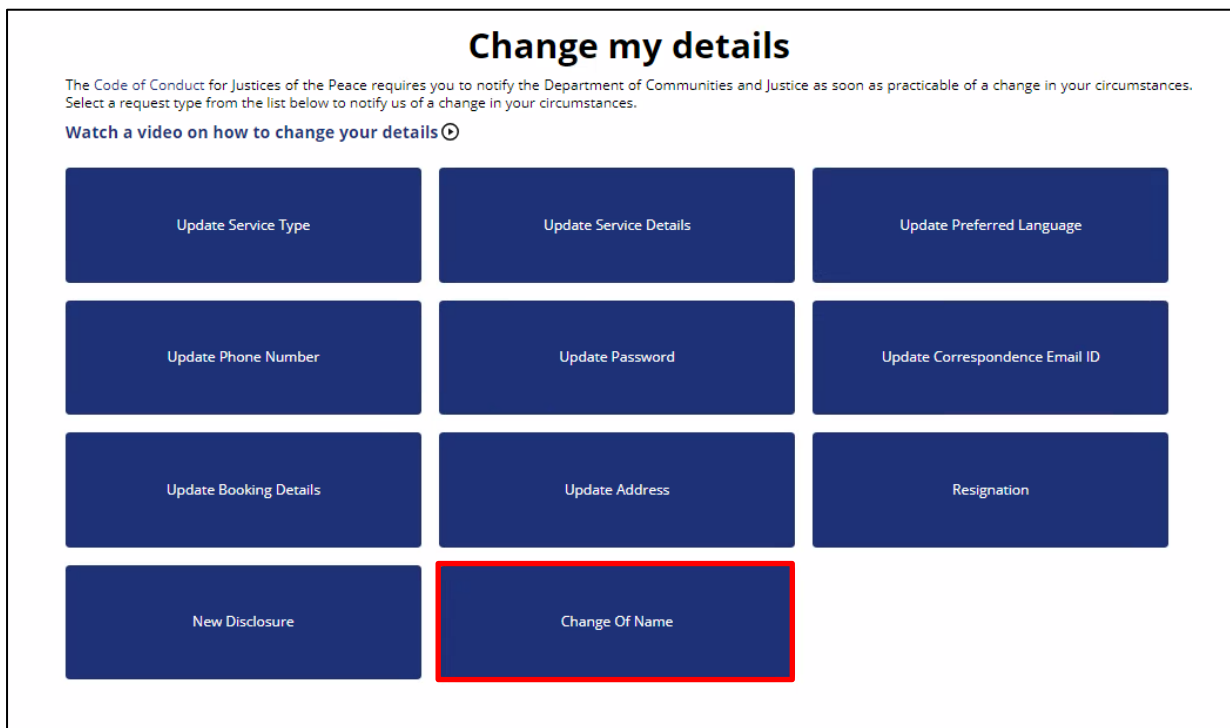
JP Online – log a change in circumstance

Step 2: log a change

Select the relevant tile to change your details. You can submit a request for:

- service type
- update service details
- new disclosure
- update preferred language
- update phone number
- update email address (please note that the email you registered with will remain as your user ID)
- update password
- update booking details
- resignation
- change of name
- appeal.

In this example, we select Change of Name.



JP Online – log a change in circumstance

Read the information before you start, then select **Next**.

Change my details

Watch a video on how to change your details

← Go back

Information before you start

Please note: You must have the required documents ready to attach to your change of name request before proceeding. You are required to provide scanned copies of:

- a primary document showing evidence you have legally changed your name (such as a change of name certificate, marriage certificate or divorce certificate)
- a secondary document showing evidence you currently use the name (such as a drivers licence, Medicare card or Seniors Card)

If you do not have your primary and secondary documents ready to attach, please select 'cancel' to exit.
If you have your primary and secondary documents ready, please select 'next' to start your change of name request.

Cancel
Next

Enter the required information. Select **Next** when you have entered all required information.

Change my details

Watch a video on how to change your details

← Go back

Change of name

Please select the below option to update/change name details *

Current name
 Previous name

Update/ change current or previous name

You must not use your new name when performing JP functions until you receive confirmation from us that your name has been updated on the JP public register.
(If you have a single name, please enter it in both the first name and surname fields.)

Title *
Ms ▼

First name *
Mary

Do you have a middle name?
Yes ▼

Middle name *
Anne

Surname *
Smith

Cancel
Next

JP Online – log a change in circumstance

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

Upload document JS

You are required to provide a scanned copy of a primary document and secondary document in order to submit your change of name request. 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.

Please select ▼

Please select

Change of name certificate

Divorce certificate

Marriage certificate

This document shows the name you currently use and can be a drivers licence, Australian Passport, 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. Your change of name is not confirmed in the JP Online system until you receive the email notification.

Cancel
Save
Submit

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

JP Online – log a change in circumstance

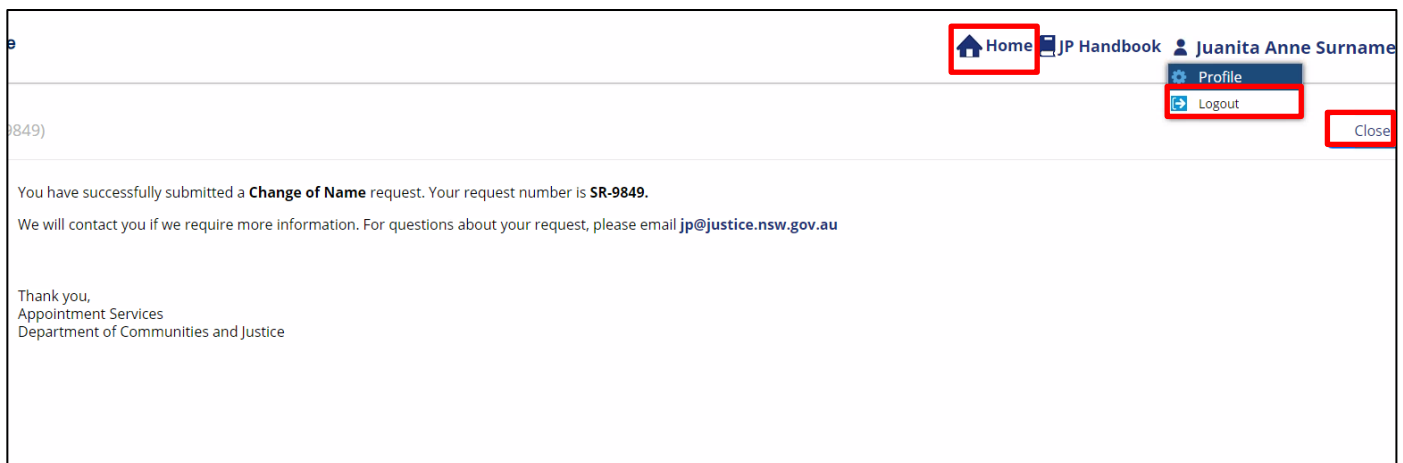
Once you have attached both a primary document and secondary document, select **Submit** to log the request.

Once your change of name request has been processed by the Appointment Services team you will be notified by email. Your change of name is not confirmed in the JP Online system until you receive the email notification.

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



The screenshot shows a confirmation message in the JP Online interface. At the top right, there is a navigation bar with 'Home', 'JP Handbook', and 'Juanita Anne Surname'. Below the navigation bar, there are links for 'Profile' and 'Logout'. A 'Close' button is also visible. The main content area contains the following text: 'You have successfully submitted a **Change of Name** request. Your request number is **SR-9849**. We will contact you if we require more information. For questions about your request, please email jp@justice.nsw.gov.au. Thank you, Appointment Services, Department of Communities and Justice'.

JP Online – log a change in circumstance

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)