

Form 3 Version 2

Application for appointment as a Justice of the Peace (Magistrates Court)

Justices of the Peace and Commissioners for Declarations Act 1991
Justices of the Peace and Commissioners for Declarations Regulation 2017

For new applications

Office use only						
Registration number						
ER						
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Important explanatory notes—please read carefully

Applicants **MUST** be registered Justices of the Peace (Qualified) **UNLESS** an appointment is desirable to serve the needs of a remote area or a community of Aboriginal or Torres Strait Islanders.

Application:

Unless the circumstances are exceptional, this application form **MUST** be completed in full. If handwritten, please use block letters.

Applicants:

- MUST be 18 years of age or older.
- MUST be an Australian citizen by birth, descent or by a grant of Australian citizenship.
- MUST have two referees.
- MUST consent to Police record checks.
- MUST be correctly enrolled as electors of the State of Queensland (if the applicant is a resident of Queensland).
- MUST have achieved competency through a Registered Training Organisation.
- MUST agree to comply with the Code of Conduct for Justices of the Peace and Commissioners for Declarations.
- MUST advise the Justices of the Peace Branch if you have ever held an occupational licence that has been suspended or revoked or have been disqualified from holding an occupational licence.

Eligibility for Appointment:

You are not eligible for appointment if:

- You are an insolvent under administration.
- You have a disqualifying conviction. (Applicants may apply for an exemption from a disqualifying conviction - please see notes below for more information.)
- You have had a previous appointment as a Justice of the Peace or Commissioner for Declarations revoked within the last 5 years.

Referees:

- MUST be persons of good standing in the community.
- MUST have known you well for more than 3 years (do not include referees who have known you for less than 3 years).
- MUST reside in Australia.
- MUST NOT be relatives by either birth or marriage.
- MUST NOT be members of the Police Service.

Referee reports:

- You must forward a referee report form to **BOTH** of your selected referees and collect the forms when they are completed. Please attach your completed reports to your application form.

The application and referee reports are to be lodged with your nominator, who will check them and forward them to the Department of Justice and Attorney-General.

Changes of address:

- It is essential that you notify the Registrar of Justices of the Peace and Commissioners for Declarations of any changes of address within 14 days.

Fees:

- Should your application be successful, an application fee will be payable before your appointment is registered. Please refer to www.justice.qld.gov.au/jps for the current fee schedule.

Section 1 - Applicant Details

Please complete in BLOCK letters

Full name:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____	Surname:	
Given name/s:			
If you have been known by any other name, please state other names:			
Date of birth:			
Place of birth:	Town	State or Region	Country
If not born in Australia, proof of Australian citizenship must accompany this application.			
Residential address:	Unit/Building No.	Street No.	Street Name
	Suburb	State	Postcode
Enter "as above" if postal address is the same as residential address.			
Postal address:	Unit/Building No.	Street No.	Street Name
	Suburb	State	Postcode
Phone:			
Mobile:			
Email (Compulsory):			
Occupation:			
Name of employer:			
Address of employer:	Unit/Building No.	Street No.	Street Name
	Suburb	State	Postcode
Business phone:			

Please tick appropriate 'yes' or 'no' boxes.

1. Have you passed an assessment for your nominated category set by a Registered Training Organisation? A copy of your statement of attainment MUST accompany this application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are you an Australian citizen? (Note: If born overseas, documentary evidence of your citizenship MUST accompany this form.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. If you are a resident of Queensland, are you correctly enrolled on the Queensland State electoral roll?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. In which Queensland State Electoral District are you enrolled?		
5. If you have lived outside Queensland, in which state did you last reside?		
6. If you speak a language other than English fluently, please indicate which language/s.		

7. I nominate the following two (2) referees, who are responsible persons of good standing in the community, residing in Australia, and to whom I have been well known for more than three (3) years but to whom I am not related, who have stood as referees as to my character and suitability for appointment. (Please note that confirmation of these referee reports will be carried out.)

(i) Written referee report on pages 4 and 5 of this application to be completed by referee

Full Name:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____	Surname:	
Given name/s:			
Residential address:	Unit/Building No.	Street No.	Street Name
	Suburb	State	Postcode
	Unit/Building No.	Street No.	Street Name

Postal address:	Suburb		State		Postcode		
Telephone:			Period of acquaintance:	years			
(ii) Referee (written referee report enclosed by applicant with this form)							
Full Name:	Mr	Mrs	Ms	Miss	Other _____	Surname:	
Given name/s:							
Residential address:	Unit/Building No.		Street No.		Street Name		
	Suburb		State		Postcode		
Postal address:	Unit/Building No.		Street No.		Street Name		
	Suburb		State		Postcode		
Telephone:			Period of acquaintance:	years			
8. Have you previously applied for appointment as either a Justice of the Peace or a Commissioner for Declarations for the State of Queensland?					Yes	No	
If YES, please indicate the year the application was lodged.							
9. All newly appointed Justices of the Peace (Magistrates Court) will be listed on departmental websites. The listing includes contact details (i.e., name, suburb, postcode and phone number) for JPs and C.decs offering their services to the general public outside of normal business hours. If you are unable to be included on the list, please provide your reasons below.							

Report as to character and suitability of applicant for appointment as a Justice of the Peace (Magistrates Court)

Justices of the Peace and Commissioners for Declarations Act 1991
Justices of the Peace and Commissioners for Declarations Regulation 2017
 Please use block letters and supply short descriptive answers.

1. The applicant (name)	
of (address)	
is well known to me but not related to me by birth or marriage.	
2. I have known the applicant for (NOTE: You must have known the applicant for more than three years.)	_____ years in the following capacities: <hr/> <hr/>
3. The applicant's general reputation in the community is: (NOTE: The applicant should be a responsible person of good standing in the community.)	<hr/> <hr/> <hr/>
4. My opinion of the applicant's character and suitability for appointment is: (NOTE: The duties of a Justice of the Peace (Magistrates Court) are to witness signatures on documents and certify copies. In addition, Justices of the Peace issue summonses and warrants, as well as perform minor bench duties.)	<hr/> <hr/> <hr/> <hr/>
5. I consider/do not consider (delete whichever is not appropriate) that the applicant is suitable to be appointed as a Justice of the Peace (Magistrates Court) for the following reasons:	<hr/> <hr/> <hr/> <hr/>
6. Any additional comments:	<hr/> <hr/>

To be completed by all referees

Certificate

I hereby provide this report as to the character and suitability of the applicant: _____
for appointment as a Justice of the Peace (Magistrates Court).

I consent to the nominator and Registrar of Justices of the Peace and Commissioners for Declarations or delegated officer making inquiries to verify this report.

I, (full name) _____

hereby certify that the statements made in this Referee Report are true and correct in every particular.

Dated this _____ day of _____ 20_____ Signature of Referee _____

Telephone no.: (work) _____ (home) _____

Office use only:	
Confirmation of report	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Any further action required _____
Signature:	_____
Position:	_____

The Department of Justice and Attorney-General is collecting information on the applicant for the purpose of assessing his or her suitability for appointment as a Justice of the Peace (Magistrates Court). The collection of this information is authorised by the *Justices of the Peace and Commissioners for Declarations Act 1991* and the *Justices of the Peace and Commissioners for Declarations Regulation 2017*. Any information you provide about the applicant will be stored securely and only authorised departmental employees and contractors will have access to this information.

DEP10441

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Report as to character and suitability of applicant for appointment as a Justice of the Peace (Magistrates Court)

Justices of the Peace and Commissioners for Declarations Act 1991
Justices of the Peace and Commissioners for Declarations Regulation 2017
Please use block letters and supply short descriptive answers.

1. The applicant (name)	
of (address)	
is well known to me but not related to me by birth or marriage.	
2. I have known the applicant for (NOTE: You must have known the applicant for more than three years.)	_____ years in the following capacities: _____ _____
3. The applicant's general reputation in the community is: (NOTE: The applicant should be a responsible person of good standing in the community.)	_____ _____ _____
4. My opinion of the applicant's character and suitability for appointment is: (NOTE: The duties of a Justice of the Peace (Magistrates Court) are to witness signatures on documents and certify copies. In addition, Justices of the Peace issue summonses and warrants, as well as perform minor bench duties.)	_____ _____ _____ _____
5. I consider/do not consider (delete whichever is not appropriate) that the applicant is suitable to be appointed as a Justice of the Peace (Magistrates Court) for the following reasons:	_____ _____ _____ _____
6. Any additional comments:	_____ _____ _____

To be completed by all referees

Certificate

I hereby provide this report as to the character and suitability of the applicant: _____
for appointment as a Justice of the Peace (Magistrates Court).

I consent to the nominator and Registrar of Justices of the Peace and Commissioners for Declarations or delegated officer making inquiries to verify this report.

I, (full name) _____

hereby certify that the statements made in this Referee Report are true and correct in every particular.

Dated this _____ day of _____ 20_____ Signature of Referee _____

Telephone no.: (work) _____ (home) _____

Office use only:	
Confirmation of report	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Any further action required _____
Signature:	_____
Position:	_____

The Department of Justice and Attorney-General is collecting information on the applicant for the purpose of assessing his or her suitability for appointment as a Justice of the Peace (Magistrates Court). The collection of this information is authorised by the *Justices of the Peace and Commissioners for Declarations Act 1991* and the *Justices of the Peace and Commissioners for Declarations Regulation 2017*. Any information you provide about the applicant will be stored securely and only authorised departmental employees and contractors will have access to this information.

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Release of information for a Justice of the Peace (Magistrates Court) application

Section 2 - Declaration

To be completed by all Justice of the Peace (Magistrates Court) applicants authorising release of criminal history checks. Photo ID must be sighted. Identification required to process application (any two below):

Full name:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____	Surname:	
Given name/s:			
Address:	Unit/Building No.	Street No.	Street Name
	Suburb		State
Driver's license no.: (Compulsory)		Date of birth:	
Birth or marriage certificate:		Passport:	
Health benefit card:		Pension card:	
Medicare no:			
Other:			

Note: The above information will be withheld as required.

I,

(full name)

I hereby apply for appointment as a Justice of the Peace (Magistrates Court) and I am willing, if appointed, to undertake all duties attached to the office and abide by the Code of Conduct for Justices of the Peace (Magistrates Court)

give my consent for the Department of Justice and Attorney-General, its employees and agents to seek a national criminal history check on me through the Queensland Police Service, and for the Queensland Police Service and the Australian Police services to disclose criminal history information, including charges laid against me awaiting determination, to the Department of Justice and Attorney-General, its employees and agents.

I understand the disclosure of information about my criminal history will be subject to Commonwealth, State or Territory legislation where it applies, or the policy of the police service making disclosure or both.

I consent to the Registrar of Justices of the Peace and Commissioners for Declarations making confidential inquiries as to my character and suitability for appointment through the relevant agency/s and its employees.

I hereby certify that the statements made in this, my application for appointment as a Justice of the Peace (Magistrates Court), are true and correct in every particular.

Dated this		day of		20		Signature of applicant	
Witnessed by:						Stamp and Registration No.:	
To be witnessed ONLY by a Commissioner for Declarations, Justice of the Peace (Qualified) or Justice of the Peace (Magistrates Court) for the State of Queensland.							

Privacy statement:

The Department of Justice and Attorney-General is collecting the information on this form for the purpose of determining your eligibility to be appointed as a Justice of the Peace (Magistrates Court) The collection of this information is authorised by the *Justices of the Peace and Commissioners for Declarations Act 1991* and the *Justices of the Peace and Commissioners for Declarations Regulation 2017*. Only authorised departmental employees and contractors will have access to this information. Your identifying details will be provided to the Queensland Police Service for the purpose of obtaining your criminal history. If you are appointed as a Justice of the Peace (Qualified) or Commissioner for Declarations, your name, address and appointment particulars will be entered into the Register of Justices of the Peace and Commissioners for Declarations where it will be accessible by members of the public.

Section 3 - Nomination (NOTE: Only one (1) portion of this section is to be completed).

EITHER Local Member

I, ,
(full name)

Member of the State Parliament of Queensland for the electoral district of _____,
am satisfied that the applicant resides within that electoral district and is suitable for appointment having regard to their character and standing in the community.

Dated this		day of		20		Signature of nominator	
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OR business nominator

Where the applicant seeks appointment to carry out duties in a bank, building society, credit union, insurance office or in the Commonwealth or State public service, and for reasons of time or distance, or for business reasons, it is not convenient for the applicant to call on his/her Member of State Parliament of Queensland. (Note: The nominator in this case must be either—(i) the General Manager of the institution; or (ii) the Chief Executive of the Government Department concerned or his/her delegate.)

I, ,
(full name)

,
(official position held)

am satisfied that the applicant is suitable for appointment having regard to their character and standing in the community, is familiar with and appreciates the obligations of the office of Justice of the Peace (Magistrates Court), and the appointment is necessary to enable the applicant to carry out their duties in the institution or Government Department. The reason/s it is more convenient for the applicant to be nominated through this process rather than call on their Member of State Parliament is/are:

Dated this		day of		20		Signature of nominator	
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OR other Member for reasons of time and distance

Where the applicant finds it inconvenient for reasons of time or distance or for business reasons to call on his/her Member of the State Parliament of Queensland or where the above forms of nomination are inappropriate given the particular circumstances of the applicant. (Note: The nominator in this case must be any member of a parliament in Australia.)

I, ,
(full name)

Member of: ,
state that the applicant is known/not known (delete whichever is not appropriate) to me and I am satisfied that the applicant is suitable for appointment having regard to their character and standing in the community.

Dated this		day of		20		Signature of nominator	
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Section 4 - Lodging this form

You must lodge your application by mail to:
The Registrar of Justices of the Peace and Commissioners for Declarations
Department of Justice and Attorney-General
PO Box 5894
West End Qld 4101