

Form 1 Version 5

# Application for appointment as a Justice of the Peace (Qualified) or Commissioner for Declarations

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

Office use only

Registration number

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For new applications

## Important explanatory notes—please read carefully

### 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 Commissioner 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 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 5 years (do not include referees who have known you for less than 5 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.

Good jobs. Better services. Great lifestyle.



**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](http://www.justice.qld.gov.au/jps) for the current fee schedule.
- If you are applying for a fee waiver, you will also need to attach the completed Application for a Fee Waiver and required supporting documents with this application. Please refer to [www.qld.gov.au/jps](http://www.qld.gov.au/jps) for the eligibility criteria.

**Application for Exemption from a Disqualifying Conviction:**

You can apply to the Chief Executive to consider an exemption if you have a disqualifying conviction.

A disqualifying conviction is defined in the *Justices of the Peace and Commissioner for Declarations Act 1991* (the Act) as a conviction, including a spent conviction, for:

- an indictable offence; or
- an offence involving dishonesty; or
- an offence involving a breach of confidentiality; or
- an offence against the Act; or
- a conviction, including a spent conviction, for an offence for which a sentence of imprisonment was imposed, even if the sentence was suspended.

Please refer to [www.qld.gov.au/jps](http://www.qld.gov.au/jps) for the Application for Exemption from a Disqualifying Conviction.

**Application to become:****Tick**

Justice of the Peace (Qualified)

Commissioner for Declarations

## 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. Are you applying for a fee waiver? If yes, please complete Fee Waiver Application. <a href="https://www.publications.qld.gov.au/dataset/application-for-a-fee-waiver-for-jp-and-cdec">https://www.publications.qld.gov.au/dataset/application-for-a-fee-waiver-for-jp-and-cdec</a>	Yes	No
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 five (5) 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) Referee (written referee report enclosed by applicant with this form)

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:	<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
Postal address:	Unit/Building No.	Street No.	Street Name	
	Suburb		State	Postcode
Telephone:			Period of acquaintance:	years
<p>8. All newly appointed Justices of the Peace (Qualified) and Commissioners for Declarations 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.</p>				
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# Release of information for a Justice of the Peace (Qualified) or Commissioner for Declarations application

## Section 2 - Declaration

To be completed by all Justice of the Peace (Qualified) and Commissioner for Declarations 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 hereby apply for appointment as a Justice of the Peace (Qualified) / Commissioner for Declarations for Queensland 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 (Qualified) and Commissioners for Declarations.

I, ,  
(full name)

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 (Qualified) or Commissioner for Declarations, 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 (Qualified) or Commissioner for Declarations. 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 (Qualified) or Commissioner for Declarations, 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