

# Your December 2024 JP Bulletin

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Dear colleagues,

Welcome to our December 2024 JP Bulletin!



As we approach the holiday season, we want to take a moment to thank you for your invaluable service throughout the year. Your dedication as a Justice of the Peace (JP) or Commissioner for Declarations (Cdec) plays a vital role in supporting our community, and we greatly appreciate your commitment.

In this bulletin, you'll find important updates and reminders to help ensure we continue providing reliable and efficient services during the festive period.

## Reflecting on the year

As 2024 draws to a close, we reflect on a year of significant milestones for the Justices of the Peace Branch. The amendments to the *Justices of the Peace and Commissioners for Declarations Act 1991*, which came into effect on 1 April 2024, marked a key legislative update which enhanced the appointment, disqualification, complaint processes and conduct standards for JPs and Cdecs.

In July, we proudly launched the updated *Duties of Justices of the Peace (Qualified) and Commissioners for Declarations* handbook, providing an invaluable and comprehensive resource to support JPs and Cdecs in their roles.

Additionally, the successful introduction of our Community Connect days has laid the foundation for an exciting new professional development initiative in 2025.

These achievements highlight the progress we've made, and we look forward to building on this momentum as we enter 2025 and continue to support all JPs and Cdecs.

## Are you available over the Christmas break?

With the holiday season fast approaching, many of our JPs in the Community Program locations will be closed during this time and we usually find the public use the [after-hours register](#) on our website to find a JP or Cdec in their area.

We encourage all JPs and Cdecs who are available to assist over the Christmas and New Year period to list their details on the [after-hours register](#). This ensures that individuals needing witnessing services during this time can find support promptly.

To [list your contact details on the after-hours register](#), please visit our website or click on the link below.

[List your details on the after-hours register](#)

If you currently have your details listed online and you are unable to assist during the holiday period, we kindly ask that you temporarily remove your details from the after-hours search to avoid unnecessary inquiries. To remove your details from the after-hours register, please contact us on 1300 301 147 or at [jp@justice.qld.gov.au](mailto:jp@justice.qld.gov.au).

Your cooperation helps us maintain an efficient and reliable service for the community during this busy time of year.

## The importance of updating your details

Keeping your contact details up to date on the Justices of the Peace Branch register is vital for ensuring the highest standard of service for JPs and Cdecs.

We are regularly contacted by clients and receiving agencies who need to address issues, such as missing information or corrections required on documents you have witnessed.

By having accurate and current contact details on the register of JPs and Cdecs, our office can contact you as soon as we are notified so you can resolve these matters promptly and prevent any unnecessary delays for the client.

Visit [www.qld.gov.au/updatejpdetails](http://www.qld.gov.au/updatejpdetails) to update your details online.

## New JPs in the Community Program registration forms

It is now easier than ever to join the JPs in the Community Program with our new online and physical registration forms.

Both forms capture a new volunteer's full availability and preferred locations which allows our office to find the perfect location for you. We also have made improvements to the physical volunteer registration form to capture the same information as our online registration form.

Our new physical volunteer registration form now includes an informative cover page which helps explain the parts of the form and where you can find important information around the JPs in the Community Program.

Visit [www.qld.gov.au/volunteerjp](http://www.qld.gov.au/volunteerjp) to find out more about volunteering in the JPs in the Community Program. You can also access the [Printable Volunteer Registration Form](#) online.

## Witnessing focus – Prior knowledge requirement on forms

Certain forms, such as the [Department of Home Affairs Identity Declaration – Form 1195](#), require the person making the identity declaration (us) to have known the applicant for at least one year whilst also being in a recognised profession or occupation. Whilst a JP and Cdec is a recognised profession, it is important to note that the one year personal knowledge requirement is mandatory and cannot be overlooked.

Chapter 4.1/2 of the *Duties of Justices of the Peace (Qualified) and Commissioners for Declarations* handbook includes information around ensuring we meet any personal knowledge requirements listed on a form before witnessing them.

### How you can still help?

Please direct the client to contact the Department of Home Affairs Citizenship Information Line (131 880) to speak to an operator who will be able to advise them of any alternate processes for someone in their situation.

As we wrap up another year, we want to extend our heartfelt thanks for your dedication and service as a JP or Cdec. Your efforts make a meaningful difference in our community, and we deeply appreciate the time and commitment you have given throughout 2024. On behalf of the Justices of the Peace Branch, I would like to wish you a joyous Christmas and a safe, happy New Year. We look forward to supporting you again in 2025!

The Justices of the Peace Branch will be closed from 4:30pm on Tuesday 24 December 2024 and will reopen at 8:30am on Thursday 2 January 2025.

If you have any questions or concerns regarding your role as a witnessing officer in Queensland, please don't hesitate contacting the Justices of the Peace Branch on [1300 301 147](tel:1300301147) or [jp@justice.qld.gov.au](mailto:jp@justice.qld.gov.au).

Warm regards,

Paula Bould

**A/ Director and Registrar  
Justices of the Peace Branch  
Department of Justice**