



MINISTRY OF JUSTICE  
P O BOX 2226  
GOVERNMENT BUILDINGS  
SUVA, FIJI  
TELEPHONE: 330 8600

## GOVERNMENT OF FIJI

### Application for Appointment as a Justice of the Peace

Important explanatory notes—please read carefully

**Application:**

- This application form **MUST** be completed in full. If handwritten, please use block letters.

Applicants must possess as per Section 11 of the Magistrate Court Act 1944:

- **MUST** be of good character and ability;
- **MUST** be respected and have good standing in society;
- **MUST** have good knowledge of local customs, cultures and traditions;
- **MUST** be able to maintain independence and impartiality;
- **MUST** be able to keep social distance from his or her immediate community;

**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 Fiji.
- **MUST NOT** be relatives by either birth or marriage.

**Changes of address:**

- It is essential that you notify the Ministry of Justice of any changes of address within 14 days.

**Required documents as per application checklist:**

- ✓ Official JP form to be filled by applicant with a covering letter detailing reason for application
- ✓ Curriculum Vitae detailing community service done and knowledge on local customs, cultures and traditions.
- ✓ 2 written references (read above)
- ✓ 2 Passport size photos - certified
- ✓ Police clearance report
- ✓ Any other documents that support your application

**Registrar General**  
Ground Floor, Suvavou House  
400 Victoria Parade  
Tel: 331 5280

**Registrar of Titles**  
Ground Floor, Civic Tower  
Victoria Parade  
Tel: 330 5911

**Registrar of Companies**  
Level 2, Suvavou House  
400 Victoria Parade  
Tel: 331 2981

**Official Receiver**  
Level 2, Suvavou House  
400 Victoria Parade  
Tel: 331 2677

**Divisional Births, Deaths & Marriages Registries:**

Nausori Navua Korovou Vunisea Levuka Vunidawa Sigatoka Lautoka Keiyasi Nadi Ba Tavua Rakiraki Labasa Taveuni Savusavu Nabouwalu

**Personal Details**

Surname:	
Other Names:	
Title: (Mr. /Mrs. /Ms.)	
Residential Address:	
Postal Address:	
Contact Residential: Mobile: Business:	
Email Address:	
Date of Birth:	
Place of Birth:	
TIN Number:	
Passport Number:	

**The following information is required**

Are you a Fiji Citizen? Yes/No	
If Not, how long have you resided in Fiji?	
Have you ever been bankrupt? Yes/No	
What languages do you speak?	

What level of education did you attain? <i>(List your academic qualifications and provide copies of certificates awarded to you)</i>	
Official Appointments if any:	

Have you previously applied for appointment as either a Justice of the Peace or as a Commissioner of Oaths in Fiji: <input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please indicate the year the application was lodged:

<b>Employment Particulars:</b>	
Present Occupation:	
Employer's Name <i>(or state if self-employed)</i> :	
Work Address:	
Telephone:	
Length of service:	
Previous Employer's Name:	
Position Held & Length of Service:	
Any other previous employer's name:	
Position Held & Length of Service:	

<b>Do you have any convictions? Please provide current police clearance report</b>	
Yes/No If yes, please specify:	

<b>Membership of clubs/associations etc or details of participation in community</b>	
<b>Projects:</b>	
Name Position held/responsibilities:  Please specify:	
Name Position held/responsibilities:  Please specify:	

**Referees (two names and address required):**

Please ensure your referees know you sufficiently well to comment and are aware of this application. A referee cannot be a family member.

Name:

Telephone:

Postal  
address:

Email address:

Name:

Telephone:

Postal  
address:

Email address:

**Reason for seeking appointment:** *(please provide details in support of your application, including any involvement you may have with community groups that is relevant to the duties and functions of a Justice of the Peace)*

Are there any matters that may adversely reflect of your character or suitability for appointment?

Yes/No If yes please give details:



**DECLARATION: To be completed by all applicants**

Photo ID must be sighted.

Driver's licence number:

Expiry date:

Birth certificate:

Passport No:

I (*full name*)..... hereby apply for appointment as a Justice of the Peace in Fiji and I am willing, if appointed, to undertake all duties attached and abide by the law and rules as they relate to the role of the Justice of the Peace.

I give my consent to the Minister for Justice and his/her employees to conduct a criminal history check on me and make confidential inquiries as to my character and suitability for appointment as considered necessary.

I further declare that I do not have any physical or mental incapacity that may affect the exercise of my functions if appointed as a Justice of the Peace.

I acknowledge that, if appointed, I will not knowingly perform the functions of a Justice of the Peace in relation to a matter before me in circumstances that would give rise to a conflict of interest.

I hereby declare that the statements made in this, my application for appointment as a Justice of the Peace and any attachments in support of this application, are true and correct in every particular.

Declared at..... this .....day of.....20.....

Signature of Applicant: .....

Witnessed by: .....  
(Commissioner of Oaths)

## **Application Checklist**

<b>Office Use Only</b>	<b>Information and document you must submit</b>	<b>Check List</b>
<input type="checkbox"/>	Ensure that the application form is filled in block letters	<input type="checkbox"/>
<input type="checkbox"/>	Cover letter detailing reasons for application	<input type="checkbox"/>
<input type="checkbox"/>	Current CV detailing community services done and knowledge on local customs, cultures and traditions	<input type="checkbox"/>
<input type="checkbox"/>	Two reference letter from referees stated in the application	<input type="checkbox"/>
<input type="checkbox"/>	Receipt from Fiji Police on clearance for adverse record	<input type="checkbox"/>
<input type="checkbox"/>	TIN letter / TIN ID	<input type="checkbox"/>
<input type="checkbox"/>	2 passport sized photos - certified	<input type="checkbox"/>
<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>
<input type="checkbox"/>	Any other supporting document	<input type="checkbox"/>