

University of Otago Staff Justices of the Peace (JP)

IMPORTANT NOTES – PLEASE READ

- **The JP is first and foremost a University employee. Their JP role is a community service which they fit around their University work commitments.** Contact JPs as per the contact information on this sheet.
- **When making the appointment to see the JP, please state what service you are seeking** i.e. “Certification of copied documents from an original”, “An Affirmation” etc. and state the number of documents you wish the JP to assist with.
- **When visiting the JP please have all your documents in order** (original followed by the copy) and **do not** pre-sign any documents before you visit the JP.
- **A ‘no booking required’ Wednesday morning JP service** is available in the Information Services Building (ISB), in the AskOtago space.

Linda Brown Department of Languages & Cultures	Room 3C9 3 rd Floor Arts Building 95 Albany Street	Available Thursdays 2pm – 3pm Phone 479 5472 or email linda.brown@otago.ac.nz
Jamie Gilbertson Arana College	Warden's Office Arana College 110 Clyde Street	Available Tuesdays 1pm – 2pm Phone 479 5508 or email jamie.gilbertson@otago.ac.nz
Maurie Jackways Salmond College	Salmond College 19 Knox Street	Available Thursdays 2pm – 4pm Phone 473 0751 or email head@salmondcollege.ac.nz
James Lindsay Campus and Collegiate Life Services Divisional Office	105 St David Street	Available Fridays 2pm – 3pm To make an appointment email campus.collegiatelife@otago.ac.nz