

# About the F42C form

## Application for an entry permit – photo and signature

### Who can use this form

Use this form if:

- you are a member of the Committee of Management of an employee organisation or association **and**
- you have applied for an entry permit for an official of the employee organisation or association (the proposed permit holder) by lodging a Form F42 – Application for an entry permit **and**
- you have been asked by the Fair Work Commission (the Commission) to provide a photograph and the signature of the proposed permit holder for inclusion on the entry permit.

### Lodgment of your completed form

Lodge this form with:

- the completed Declaration by the member of the Committee of Management **and**
- the completed Declaration by the proposed permit holder (including their signature) **and**
- a photograph of the proposed permit holder that meet the requirements listed in this form.

You can lodge your application by post, by email or in person at the [Commission's office](#) in your state or territory.

### Where to get help

#### Commission staff & resources

Commission staff cannot provide legal advice. However, staff can give you information on:

- processes in the Commission
- how to make an application to the Commission
- how to fill out forms
- where to find useful documents such as legislation and decisions
- other organisations that may be able to assist you.

The Commission's website [www.fwc.gov.au](http://www.fwc.gov.au) also contains a range of information that may assist.

#### Throughout this form



This icon appears throughout the form. It indicates information to help you complete the form.

### Glossary of common terms

**Applicant** – This is the person or organisation that is making an application.

**Parties** – A party is an Applicant, Respondent, or another person or organisation involved in a matter or case that is brought to the Commission.

**Respondent** – The person or organisation responding to an application made by an Applicant.

**Service** – Serving a document means giving a copy of the document to a person or organisation, usually to the other party to the matter. You can serve a document in a number of ways, including by email, fax, express or registered post, or in person. Parts 7 and 8 of the [Fair Work Commission Rules 2013](#) deal with service.

## **Privacy**

The Commission collects the information (including personal information) provided to it in this form for the purpose of dealing with the application for an entry permit. This information may be included on the case file and the Commission may disclose this information to the other parties to this matter and to other persons. For more details of the Commission's collection, use and disclosure of this information, please see the Privacy notices for this form, or ask for a hard copy to be provided to you.



**Remove this cover sheet** and keep for future reference – it contains useful information.

# Form F42C – Application for an entry permit – photo and signature

Fair Work Act 2009, s.512

This form provides information in support of an application to the Fair Work Commission (Commission) for an entry permit under s.512 of the *Fair Work Act 2009*.

## What is the matter number of the entry permit application?



The matter number will be on email correspondence to you from the Commission. If you have any questions regarding the matter number please contact the Commission.

**Matter number:**

RE20\_\_\_\_/\_\_\_\_\_

## Declaration by member of Committee of Management



This declaration must be made after the proposed permit holder has signed the 'Declaration by proposed permit holder' in this form.

The member of the Committee of Management must be an elected officer.

This is a declaration in support of an application to the Fair Work Commission under s.512 of the [Fair Work Act 2009](#) for an entry permit pursuant, for the following proposed permit holder:

Legal first name e.g. Robert not Rob	Middle name(s)	Surname

I,

<b>Name</b>	
<b>Office held</b>	

Of

<b>Organisation/branch name and address</b>	
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**Declare that:**

1. The proposed permit holder named above (the proposed permit holder) has shown me a photograph of himself/herself. The photograph is a true photograph of the proposed permit holder.
2. The photograph shown to me by the proposed permit holder accompanies this form.
3. I have compared the signature at the end of the 'Declaration by proposed permit holder' in this form to the signatures in one or more other signed documents shown to me by the proposed permit holder, and I believe the signature on this form to be a true signature of the proposed permit holder.
4. The other signed document(s) shown to me by the proposed permit holder were:



At least one other document containing a signature of the proposed permit holder should be sighted – such as a current driver's licence, passport, credit card or signed student or other identification card.

*(Insert description of document(s) sighted)*

<b>Signature</b>		<b>Date:</b>	
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**Giving false or misleading information is a serious offence.**

A person who:

- knowingly or recklessly makes a false or misleading statement in an application for an entry permit; or
- knowingly gives false or misleading information in an application for an entry permit


is guilty of an offence, the punishment for which is imprisonment for up to 12 months if the statement is made or information is provided knowingly, or up to 6 months if the statement is made recklessly - see Part 7.4, s.136 and s.137.1 of the *Criminal Code*.

### Declaration by proposed permit holder

This is a declaration by the proposed permit holder in support of an application to the Fair Work Commission under s.512 of the [Fair Work Act 2009](#) for an entry permit.

I,

<b>Legal first name</b> e.g. Robert not Rob	<b>Middle name(s)</b>	<b>Surname</b>
<b>Office or position held</b>		


	An entry permit must include the permit holder's full name.
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Of

<b>Organisation/branch name and address</b>	
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**Declare that:**

1. **I have provided a photograph of myself to the member of the Committee of Management named above (the member of the Committee of Management). The photograph meets the Fair Work Commission's requirements for entry permit photographs.**

	The Fair Work Commission's requirements for entry permit photographs are set out below. An Australian passport photograph will meet these requirements.
<ol style="list-style-type: none"> <li>1. The photograph must be less than 12 months old.</li> <li>2. The photograph must: <ul style="list-style-type: none"> <li>• show you facing the camera with your head straight, not tilted; and</li> <li>• show only your head and shoulders; and</li> <li>• show you with your eyes open and a neutral expression on your face; and</li> <li>• show you in front of a plain, light-coloured background; and</li> <li>• be in colour and in sharp focus; and</li> <li>• be well lit with no shadows and with strong contrast between your face and the background.</li> </ul> </li> <li>3. In the photograph you may: <ul style="list-style-type: none"> <li>• wear glasses if you normally wear them</li> <li>• wear apparel covering your hair if you do so for religious or medical reasons.</li> </ul> </li> <li>4. If the photo is in hard copy it must: <ul style="list-style-type: none"> <li>• show your face measuring 32-36mm from bottom of chin to top of head; and</li> <li>• be 45-50mm high; and</li> <li>• be 35-40mm wide; and</li> <li>• be printed on high-quality photo paper, at high resolution.</li> </ul> </li> <li>5. If the photo is in a digital format it must: <ul style="list-style-type: none"> <li>• be in jpg or jpeg format; and</li> <li>• be in a minimum of 406 x 521 pixels; and</li> <li>• be less than 5MB in size.</li> </ul> </li> </ol>	

6. I have signed this declaration in the box provided below.

7. I have shown the member of the Committee of Management the following other document(s) containing my signature:



At least one other document containing your signature should be shown – such as a current driver's licence, credit card or signed student or other identification card.

*(Insert description of document(s) shown)*

**Signature of proposed permit holder**



Sign in the box below. The signature must not cross the borders of the box.

This signature will be inserted on the entry permit if a permit is issued.

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**Date:**

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**Giving false or misleading information is a serious offence.**

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- knowingly gives false or misleading information in an application for an entry permit

is guilty of an offence, the punishment for which is imprisonment for up to 12 months if the statement is made or information is provided knowingly, or up to 6 months if the statement is made recklessly - see Part 7.4, s.136 and s.137.1 of the *Criminal Code*.

**PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS**