

Document Submission



1. Once you have clicked on the link you will be taken to the page below:

Barking & Dagenham Services Pay Report Apply My B&D Search

Home / Benefits and support / Send us copies of your documents

Send us copies of your documents

This form allows customers to send copies of documents to a team in the council who has requested them. For example, a driving licence to School Admissions.

Guidance for taking photos of documents

- no more than 1 document in each picture
- the picture is clear
- any text on the documents is readable

Why do we need these documents?

We need copies of your documents to confirm your identity and eligibility for an application including benefits, school admissions and social housing. [Find out more about why and how long we keep your information.](#)

[Send us copies of your documents >](#)

2. Once on this page click the 'Send a copy of your documents' links
3. The next step you want to do is to check from the list what you are submitting for

Barking & Dagenham Services Pay Report Apply My B&D Search

Send us copies of your documents

What service is this document for?

- Housing Benefit or Council Tax Support
- Housing Benefit overpayment
- Social Housing Register
- Parking
- School Admissions
- Council Tax
- Rent
- Business Rates
- General Income Sundry Debt

4. The next step is to enter your customer reference/ benefit reference number

Customer reference number

For example, Tenancy reference number or School Admissions reference number

- You will then need to select from the list what documents you are submitting. Once you have selected from the list what you are submitting you will need to click on 'Upload or take photos of your documents'

What documents are you uploading?

Passport

Driving licence

Utility bill

Other...

Upload your documents (up to 15 files)

Upload or take photos of your documents

Please make sure that your documents or pictures are good quality so that the information is clear to read.

Maximum 15 files.
54 MB limit.
Allowed types: gif, jpg, png, bmp, eps, tif, pict, psd, txt, rtf, html, odt, pdf, doc, docx, ppt, pptx, xls,xlsx, xml, avi, mov, mp3, ogg, wav, bz2, dmg, gz, jar, rar, sit, svg, tar, zip, jpeg.

- Please bear in mind how many documents you can submit and what kind they are. This information is on the page where you upload the documents.
- Once added you will need to enter your name and contact number. If you have an email address, please also enter this information. Once you have filled out the form you can click submit.

First name

Last name

Contact number

Email (optional)

By clicking the submit button, you agree to the information you provide on this form being processed in line with our [data protection policy](#).
If using a **public access PC/tablet** make sure you delete any files and cookies and close the browser after submitting the form.

Submit

- Once submitted you will receive the below message:

Barking & Dagenham Services Pay Report Apply My B&D Search

Thank you


We've received your documents.

This is your document submission reference number: 6638

You'll only be asked for this number if the team are unable to find your documents. You should still write this number down just in case.

[How can we improve this form?](#)

[Back to form](#)



Please make a note of the number as you can use this when contacting the department to check on the status of your submission.