

Guide for applicants uploading documents to their housing application.

When applicants reach page 4 of the online housing application they are given the option to upload supporting evidence documents.

Edit your social housing application

Required documents

You must submit this page in the next 60 minutes

Any changes you make on this form will not be reviewed by a member of staff and will be saved.

You will need to complete each page of the form and submit the final page before our staff will review your changes.

If you and, if applicable your partner, are not current social housing tenants or have been accepted by Birmingham City Council as Homeless, please provide proof of your immigration status.

Acceptable proof of immigration status includes:

- Copy of your passport (current or expired)
- a UK or Irish birth or adoption certificate
- a certificate of registration or naturalisation as a British citizen
- eligible immigration documents or share code

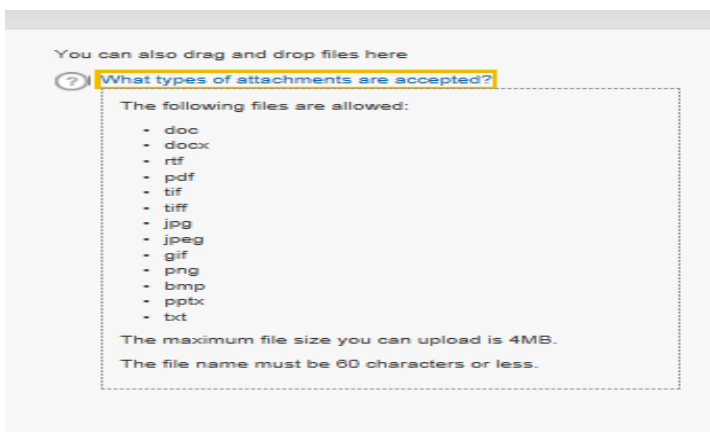
Please select document type as 'General attachment' when uploading proofs of immigration status.

If you have electronic copies of documents, then you can upload them below – submitting them electronically is fast and easy!

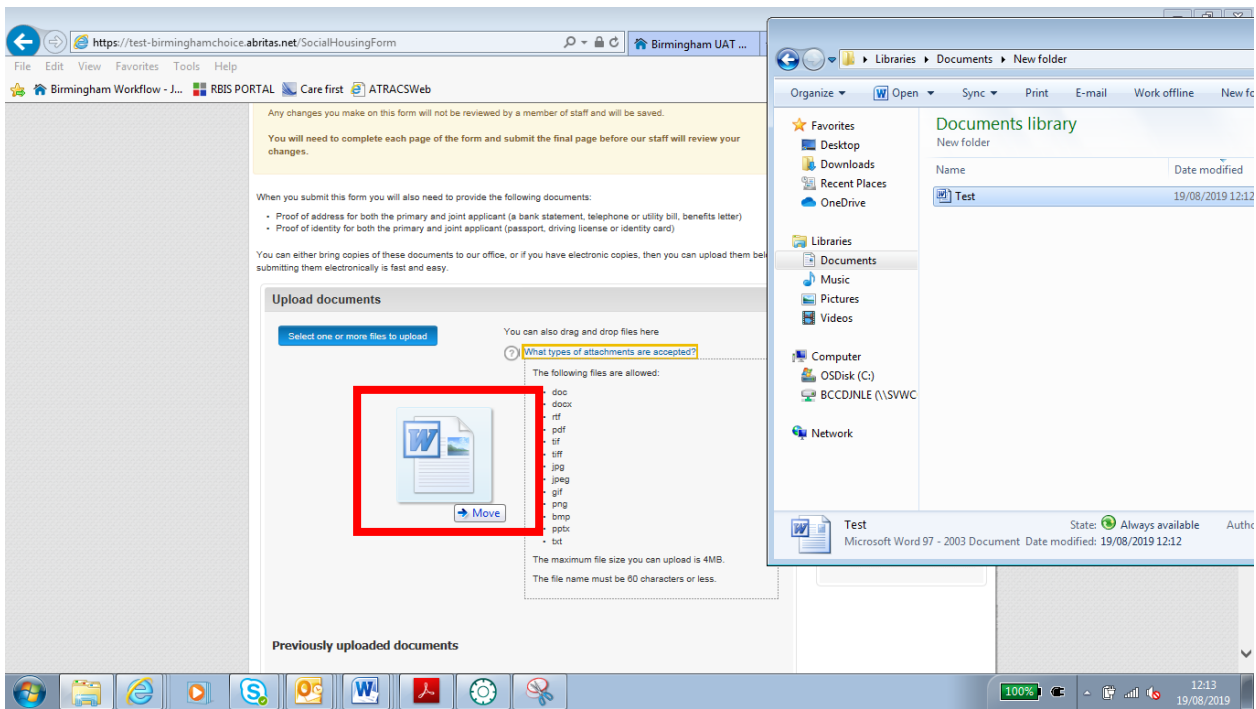
Upload documents

[? What types of attachments are accepted?](#)

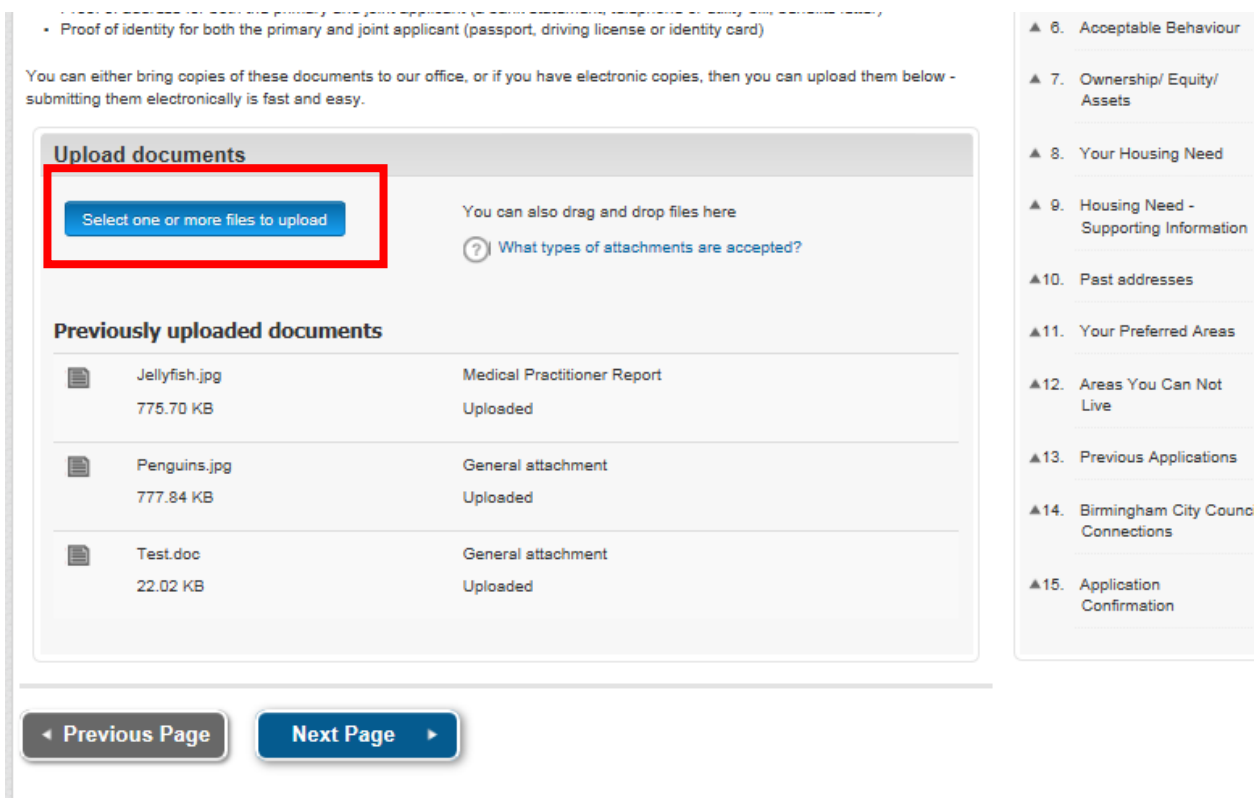
For advice on the eligible file types select *“What types of attachments are accepted?”* and a list is shown detailing what file types can be attached



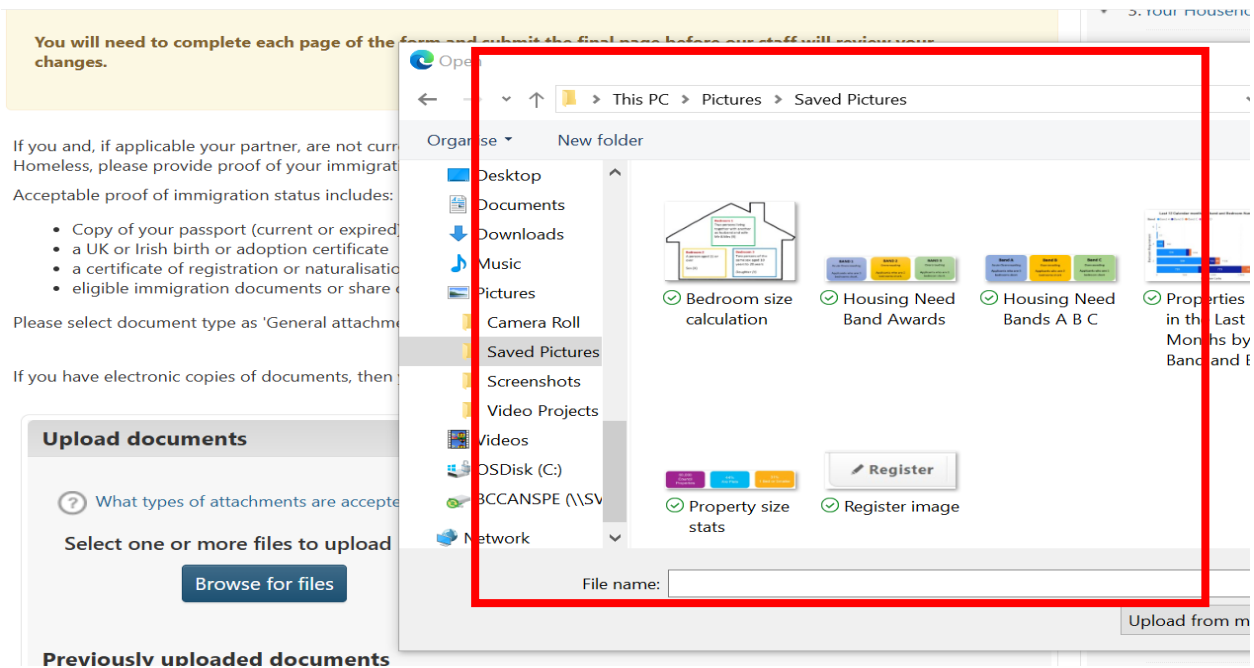
There are two ways applicants can add documents to their application. They can either drag and drop a file onto the Upload documents box, as shown below.



Or the applicant can click on *“Select one or more files to upload”*



This will then open the windows explorer box from where the applicant can locate the appropriate file on their computer.



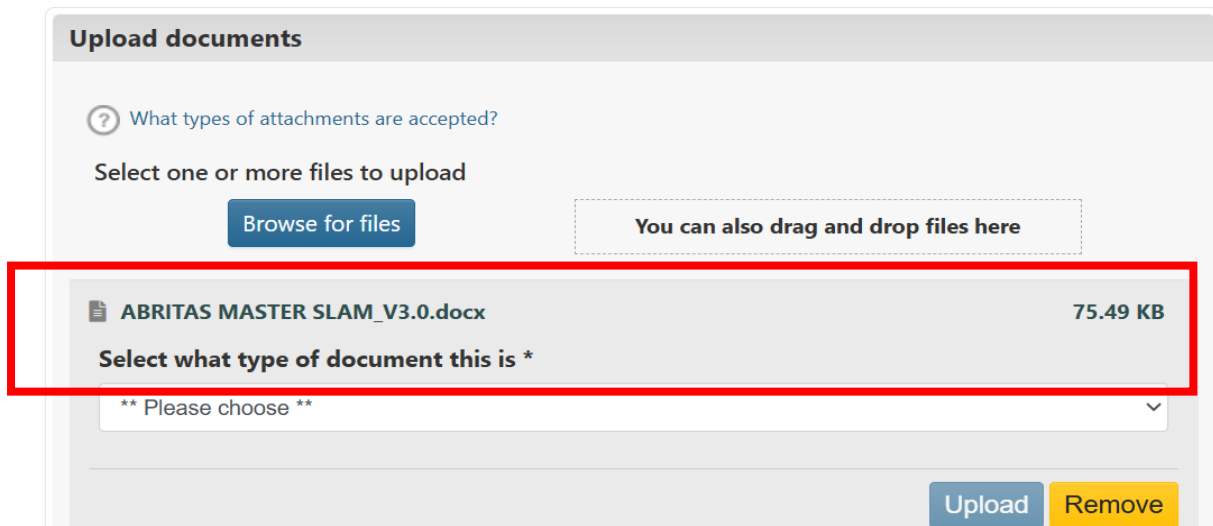
Once the file has been selected it, it will show in the upload document box

Acceptable proof of immigration status includes:

- Copy of your passport (current or expired)
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- eligible immigration documents or share code

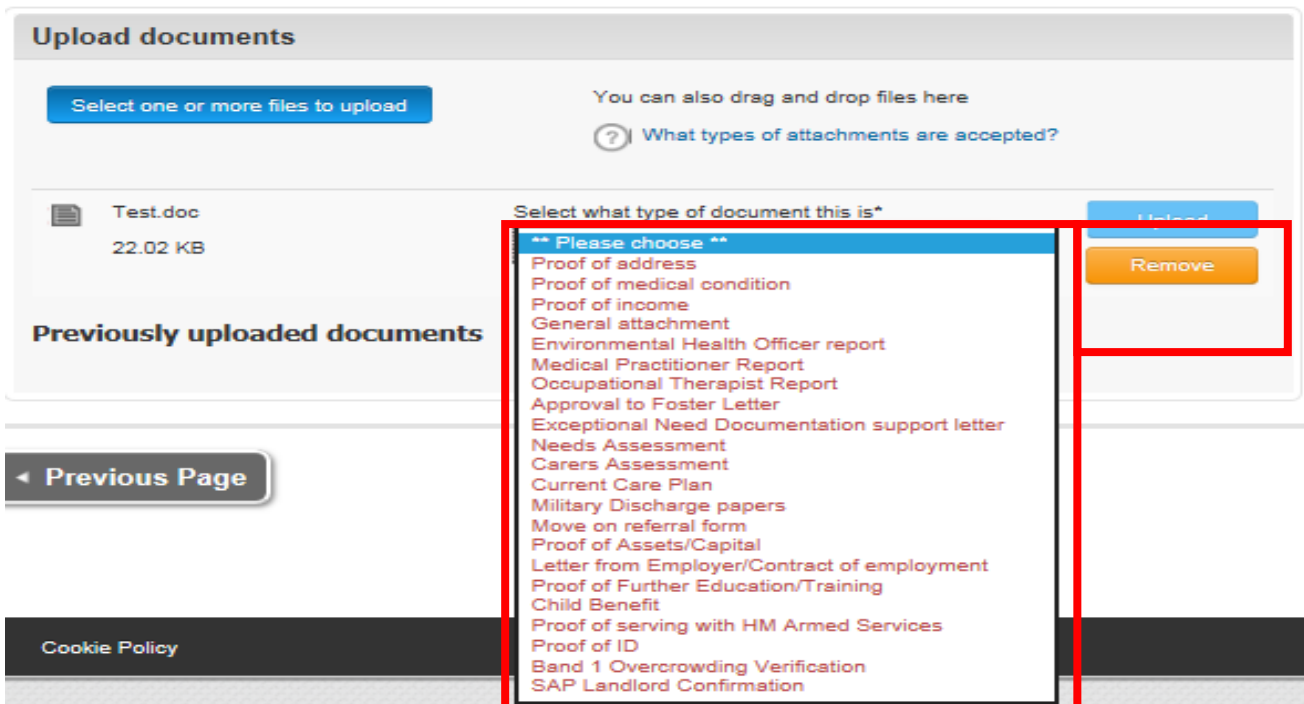
Please select document type as 'General attachment' when uploading proofs of immigration status.

If you have electronic copies of documents, then you can upload them below – submitting them electronically is fast and easy!

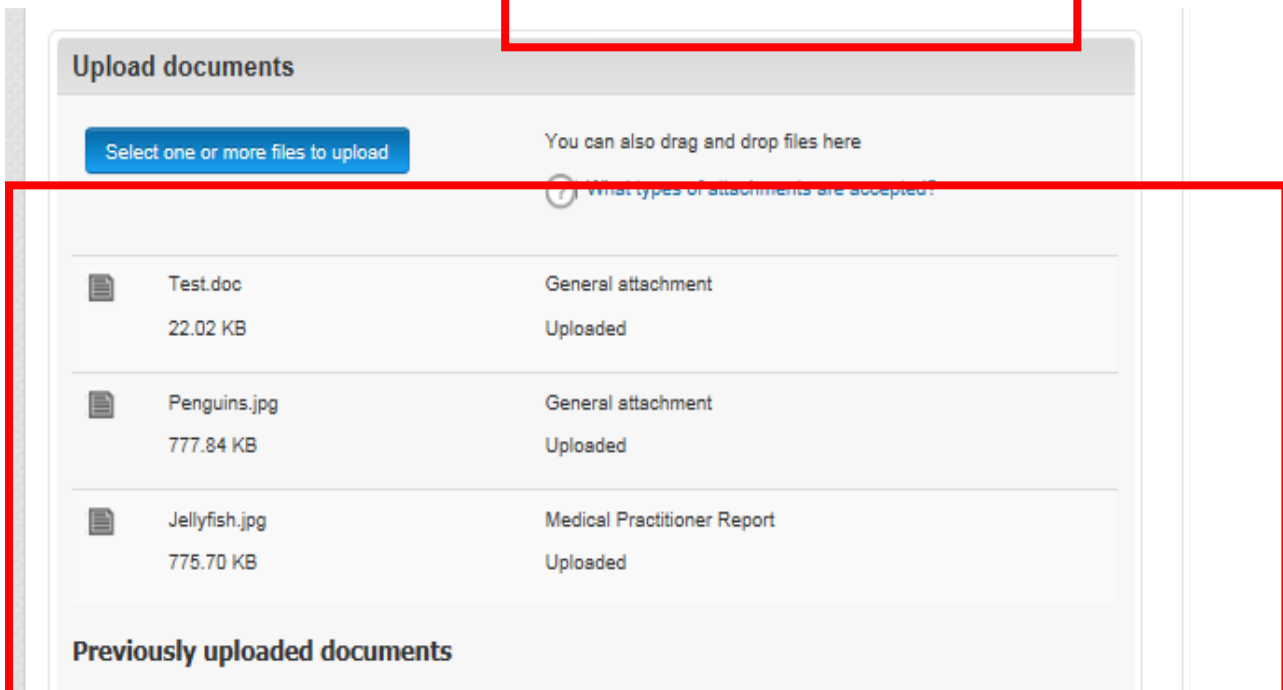


The applicant is then required to select from the drop down list the type of document being uploaded. Once this is done press the 'upload' button to attach the document.

Please note, when uploading Immigration proof, please select attachment type of 'General attachment'.



Once the document has been uploaded it will be shown as below



Once all documents have been attached by the applicant they can then continue with the application form.

Uploading a document from the My Account page

Applicants also have the option to upload documents from the “My Account” page on www.birminghamchoice.co.uk. This is done by selecting the Upload/Review documents Option

My Account

 Click here for help on the My Account page

My Activity

My Communications

All my communications

My Applications

Social housing

Online application incomplete

Application reference: HR156598-3 **State:** Online application incomplete **State Reason:** N/A

State Date: N/A

Preferred Areas Summary:
AOP Summary unknown please check

[Continue your Social Housing application form](#)

[Review your Social Housing application form](#)

[Upload / Review documents](#)

[View communications](#)


The applicant will then be taken to the upload documents page as seen earlier in the guide. Please use that process for guidance.

Social housing - Document upload

Please use the upload function below to provide any supporting information for your application.

If you have electronic copies of documents, then you can upload them below - submitting them electronically is fast and easy.

Upload documents

 What types of attachments are accepted?

Select one or more files to upload

[Browse for files](#)

You can also drag and drop files here

Previously uploaded documents