How to upload documents

This document is available in Welsh

What you'll need
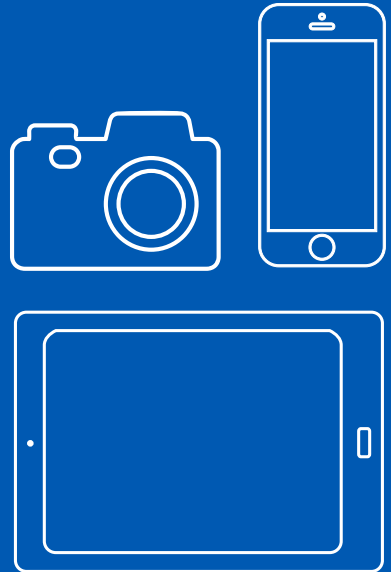
The best way to get a paper document onto a device, as a digital file, is to take a photo of it.

Step 1

Find a camera
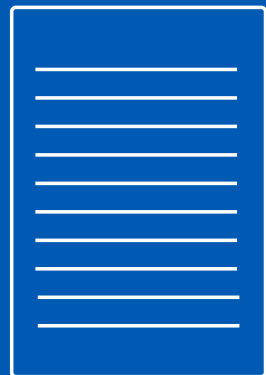
You can use anything that has a digital camera on it.

For example, a mobile phone, tablet or digital camera.

Step 2

Find your document

Make sure it's flat. You may need to unfold it.

Step 3

Taking the photo

- Place the document on a flat surface

- Hold the camera 30 centimetres (1 foot) directly above the document

- Make sure you take a photo of the whole page

Step 4

Check the photo

- Can you see the whole page?

- Is everything in focus?

- Can you read everything on the page?

Step 5

Uploading the photo

If you took the photo on the same device you're using for your application, you can return to your application now and upload it.

If you used a different device (eg. a smartphone)

You'll need to transfer the photo to the device you're using to apply (eg. a laptop).

You can do this by:

- emailing it to yourself

- sending it via Bluetooth®

- attaching a cable between the two devices
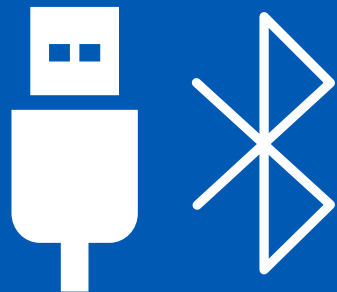
I can't upload a photo or scan

If you are unable to upload your documents, select I can't upload a photo or scan.

Upload proof of sight impairment

(You can upload multiple photos)

▶ Need help uploading documents?

▶ I can't upload a photo or scan

Save progress

Click continue without uploading to continue with the application.

▶ I can't upload a photo or scan

Your local council will contact you about other ways for you to provide proof of sight impairment after you submit this application.

You can still submit this application using this service, but it will take longer for the council to make a decision.

Continue without uploading

Save progress
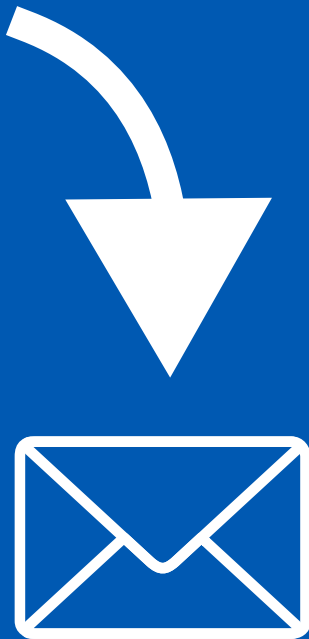
Send any documents via e-mail to
contact-us@wrexham.gov.uk