



Application Verification Documents on My Bield

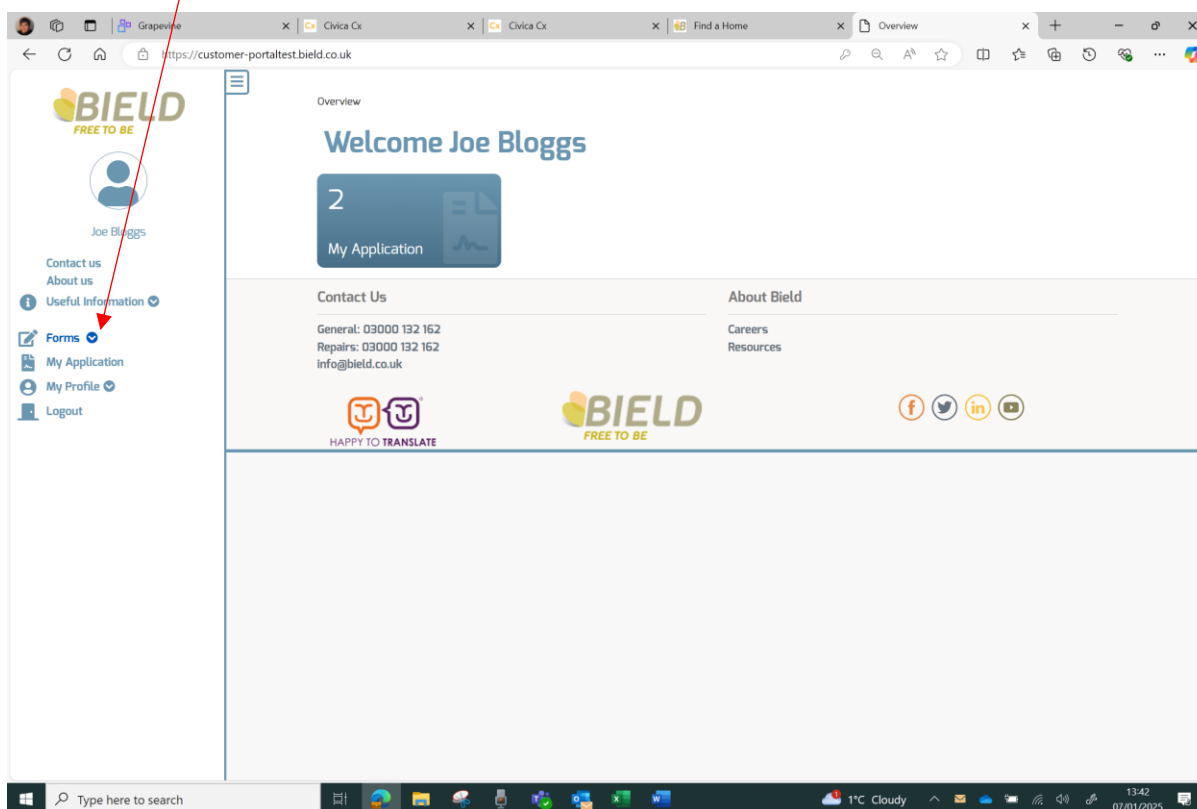


As part of the Application process, you must supply verification before we can make your application live. Proof of identity and address is requested for every application. Also, depending on your current housing circumstances, we may need you to provide other supporting documents to ensure you are allocated the correct points.

Accepted Verification Items

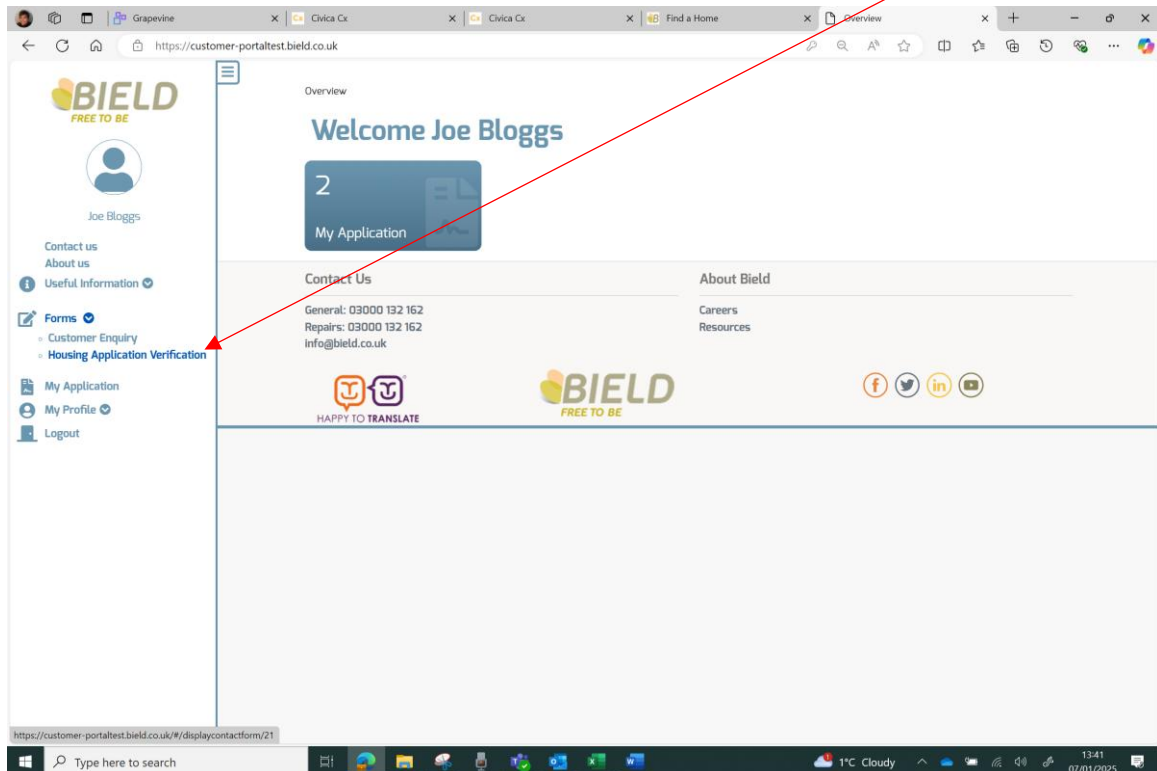
Type	Accepted Documents
ID	Birth Certificate, Adoption Certificate, Passport, Driving Licence, National ID Card, HM Armed Forces Veterans Card, Marriage or Civil Partnership Certificate, Bus Pass
Address	Driving Licence, Council Tax or Utility Bill, Bank Statement, Copy of Tenancy Agreement, Mortgage Statement, Payslip or P60
Below Tolerable Standards	Copy of Local Authority Statement
Notice to Quit	Copy of Notice to Quit from Landlord and/or letter from Solicitor
Statutory Homelessness	Statutory Homeless Decision Letter
Personal Harassment	Crime Reference, Social Work referral letter, Supporting documentation from medical professional
Power of Attorney (POA)	Full copy of POA/Guardianship Paperwork
Pregnancy	Form Mat B1

These documents can be provided via your My Bield account. On the Home page click on the down arrow beside the word Forms:

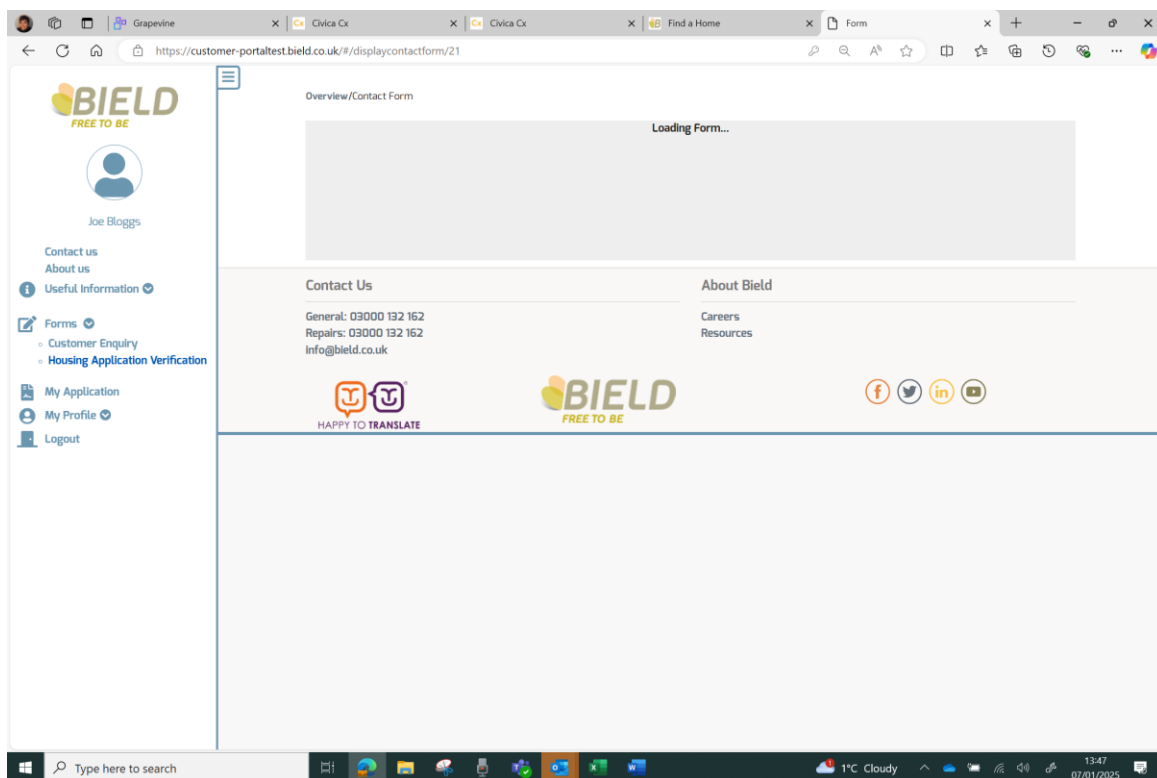




The Housing Application Verification Form link is now visible. Click on the link:



The form will take a few seconds to download:





Once downloaded you will see your personal details are already populated:

Overview>Forms List>New Form

Housing Application Verification Documents

▼ Page 1

Housing Application Verification Documents

Please add your application reference number if known and upload images of the verification items required before clicking on Submit. If you need to submit more than 5 verification documents, then please create and submit a second form.

Please see Bield's website for details of acceptable verification documents.

▼ Your Details

Title *
Ms

First name *
Agnes

Last name *
Stewart

DOB
11/06/1956

Housing Application Reference Number if known

▼ Verification Documents

To submit a Power of Attorney agreement, please email a copy of all pages of the agreement to applicants@bield.co.uk giving the name, date of birth, and application number if known, of the applicant it applies to.

Verification Document 1
Select Image Remove Image

Verification Document 2
Select Image Remove Image

At any stage throughout the completion of this form you can save progress and return to complete it a later date by clicking Save Progress button at the bottom of the form:

Title *
Ms

First name *
Agnes

Last name *
Stewart

DOB
11/06/1956

Housing Application Reference Number if known

▼ Verification Documents

To submit a Power of Attorney agreement, please email a copy of all pages of the agreement to applicants@bield.co.uk giving the name, date of birth, and application number if known, of the applicant it applies to.

Verification Document 1
Select Image Remove Image

Verification Document 2
Select Image Remove Image

Verification Document 3
Select Image Remove Image

Verification Document 4
Select Image Remove Image

Verification Document 5
Select Image Remove Image

Save Progress

Submit



A message will confirm the form has been saved with an expiry date:

The screenshot shows a web browser window with the URL <https://customer-portaltest.bield.co.uk/#/updateformreference>. The page is titled "Overview/Contact Form". A green message box at the top states: "✓ Form saved! The form will be stored until 09/01/2025." Below this, a text box prompts the user to enter their own reference for the form. A sample reference is shown: "Housing Application Verification - 07/01/2025 03:36:23". There are "Update" and "Not Now" buttons. The left sidebar contains a user profile for "Joe Bloggs" and a menu with "Forms" expanded, showing "Customer Enquiry" and "Housing Application Verification". The footer includes contact information, the Bield logo, and social media links.

To return to your partially completed form click on the Forms down arrow and the Housing Application Verification link:

The screenshot shows the Bield customer portal home page. The URL is <https://customer-portaltest.bield.co.uk/#>. The page is titled "Welcome Joe Bloggs". A "Recent Activity" section shows two items: "Open Generic Case Verification Documents Submission" and "Closed Generic Case Verification Documents Submission", both dated Jan 7, 2025. Below this are three tiles: "1 My Requests", "3 My Communications", and "2 My Application". The left sidebar has a menu with "Forms" expanded, showing "Customer Enquiry" and "Housing Application Verification". Two blue arrows point from the text above to the "Forms" down arrow and the "Housing Application Verification" link. The footer includes contact information, the Bield logo, and social media links.



You should now see a link with your previously completed form, click on the document and pencil Update button:

The screenshot shows the 'My Bield' user interface. On the left is a sidebar with the user's name 'Joe Bloggs' and various menu items. The main content area is titled 'Overview/Contact Form' and 'Housing Application Verification'. It features a 'Create New Form' button and a table of previously saved versions. A blue arrow points from the text 'click on the document and pencil Update button' to the 'Update' button in the table.

Name	Last Saved	Update	Update
Housing Application Verification - 21/01/2025 11:23:22	21/01/2025 11:23:24 AM		

Showing 1 to 1 of 1 entries

The form will then download ready for you to continue with completion and submission:

Overview>Forms List>New Form

Housing Application Verification Documents

▼ Page 1

Housing Application Verification Documents

Please add your application reference number if known and upload images of the verification items required before clicking on Submit. If you need to submit more than 5 verification documents, then please create and submit a second form.

Please see Bield's website for details of acceptable verification documents.

▼ Your Details

Title *
Ms

First name *
Agnes

Last name *
Stewart

DOB
11/06/1956

Housing Application Reference Number if known

▼ Verification Documents

To submit a Power of Attorney agreement, please email a copy of all pages of the agreement to applicants@bield.co.uk giving the name, date of birth, and application number if known, of the applicant it applies to.

Verification Document 1
Select Image Remove Image

Verification Document 2
Select Image Remove Image



Your Housing Application number can be found if you click on My Application link:

BIELD
FREE TO BE

Joe Bloggs

Contact us
About us
Useful Information

Forms
Customer Enquiry
Housing Application Verification

My Application
My Profile
Logout

Overview/Contact Form

Housing Application Verification Documents

Page 1

Housing Application Verification Documents

Please add your application number if known and upload images of the verification items required before clicking on Submit. If you need to submit more than 5 verification documents, then please create and submit a second form.
Please see Bield's website for details of acceptable verification documents.

Your Details

Title *
Mr

First name *
Joe

Last name *
Bloggs

DOB
01/01/1945

Housing Application Number if known

Application Reference number is at the top:

Apply for Housing

Reference: APP00000288HS
Type: Housing Allocation
Application Date: 27/11/2024
Lead Applicant: Joe Bloggs
Current Status: Live
Status Last Updated: 27/11/2024

Select



Complete the form by adding the Application reference number:

Housing Application Verification Documents

▼ Page 1

Housing Application Verification Documents

Please add your application number if known and upload images of the verification items required before clicking on Submit. If you need to submit more than 5 verification documents, then please create and submit a second form.

Please see Bield's website for details of acceptable verification documents.

▼ Your Details

Title •
Mr ▼

First name •
Joe

Last name •
Bloggs

DOB
01/01/1945

Housing Application Number if known
APP0000288HS

You can now upload a maximum of 5 different documents. Click on Select Image:

▼ Verification Documents

To submit a Power of Attorney agreement, please email a copy of all pages of the agreement to applicants@bield.co.uk giving the name, date of birth, and application number if known, of the applicant it applies to.

Verification Document 1
[Select Image](#) [Remove Image](#)

Verification Document 2
[Select Image](#) [Remove Image](#)

Verification Document 3
[Select Image](#) [Remove Image](#)

Verification Document 4
[Select Image](#) [Remove Image](#)

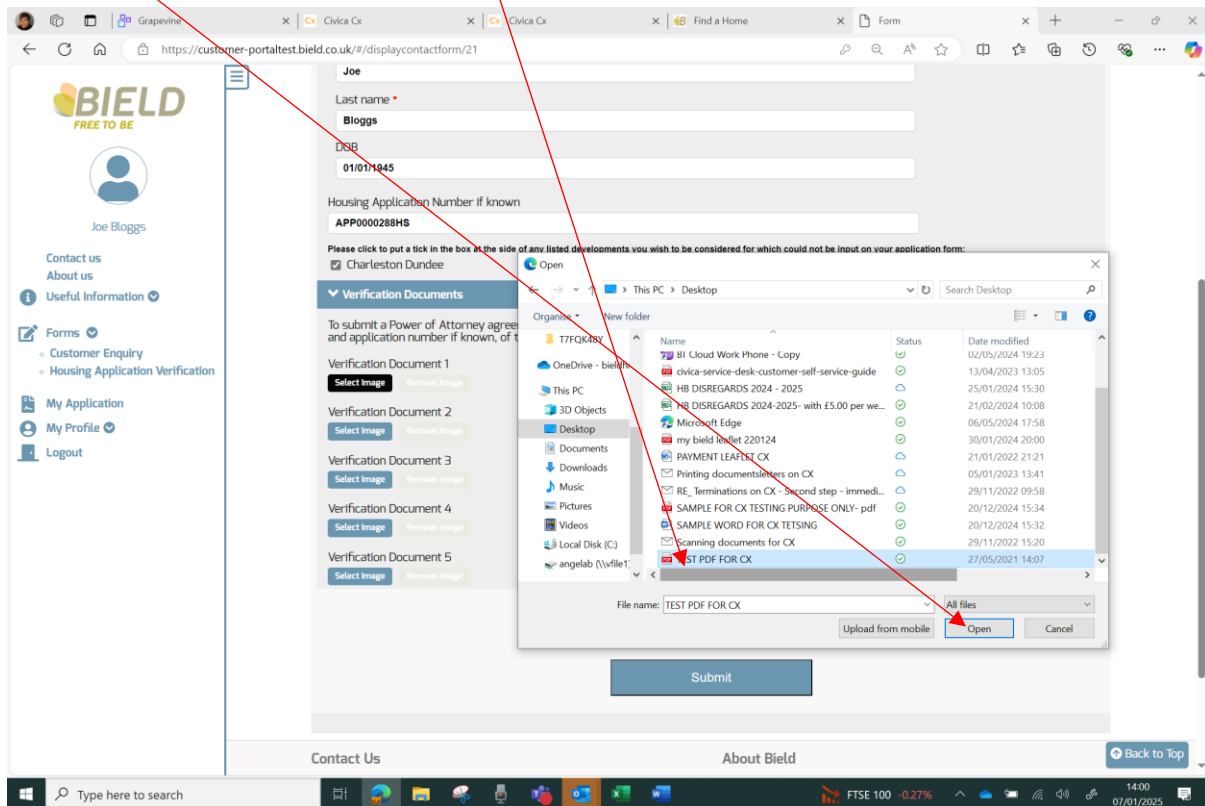
Verification Document 5
[Select Image](#) [Remove Image](#)

[Save Progress](#)

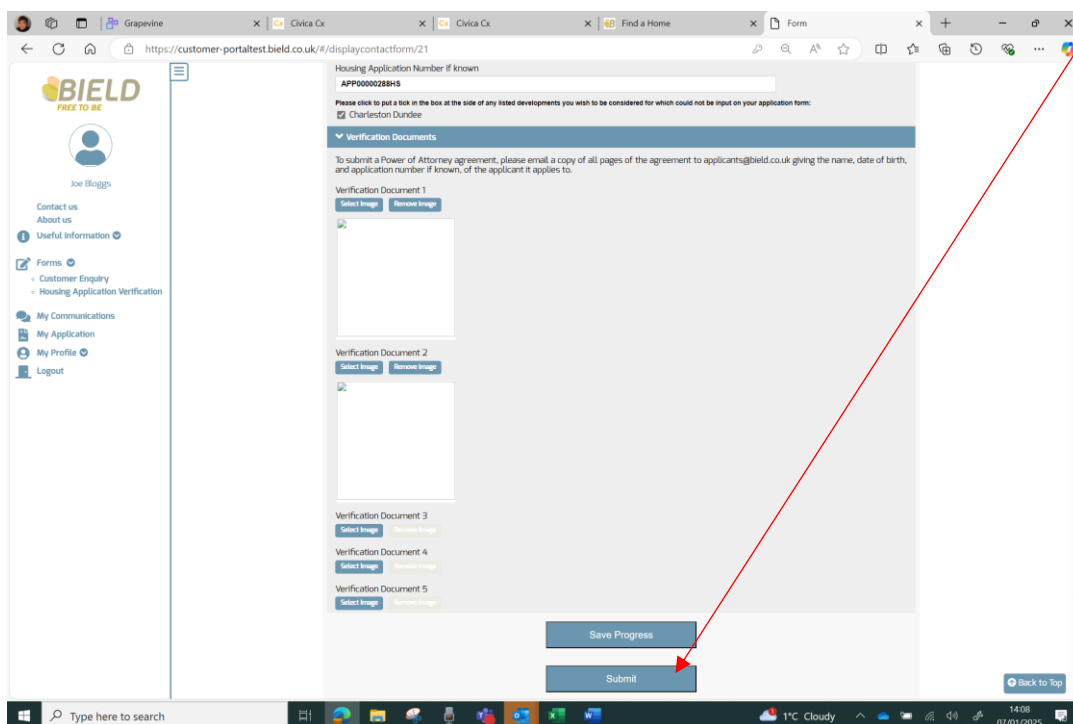
[Submit](#)



Locate the file which contains the document you are uploading, when found highlight it and click Open:

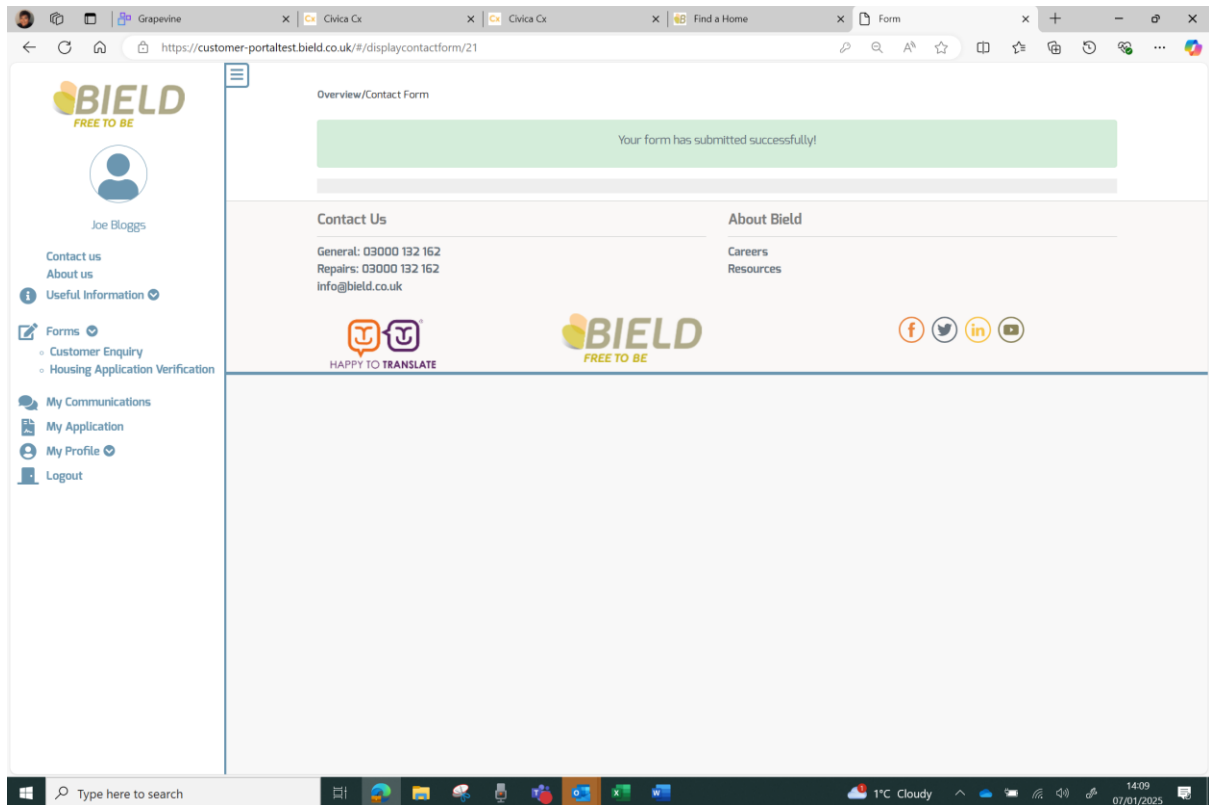


Repeat this process until all necessary documents have been uploaded, then click Submit:

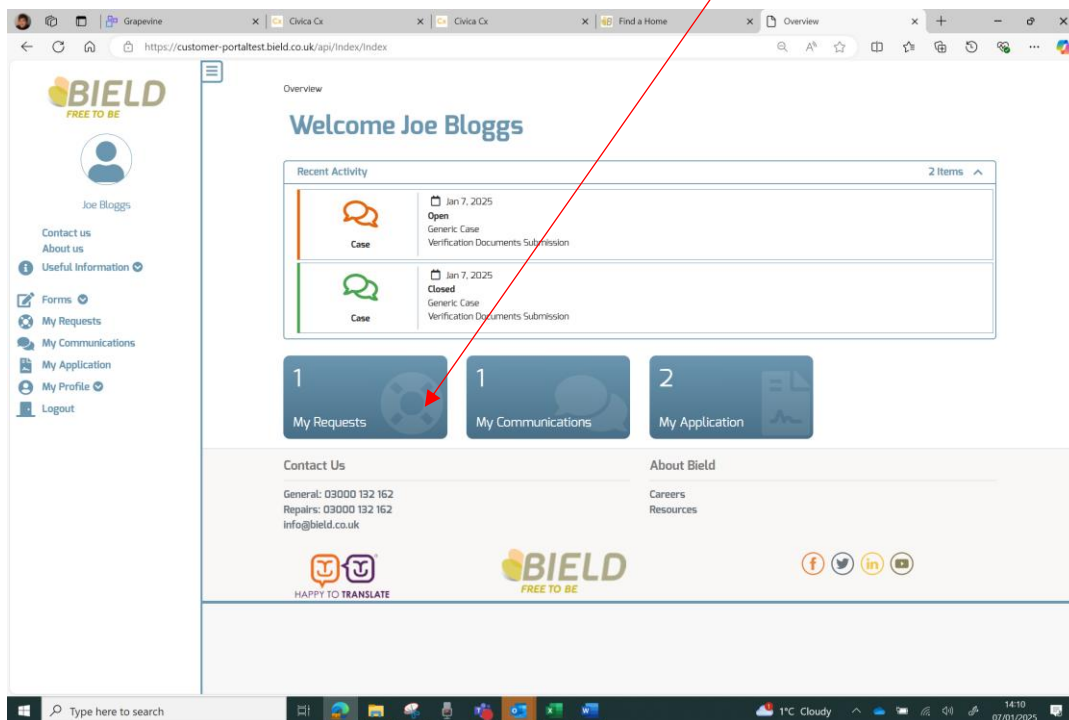




A confirmation message will show:

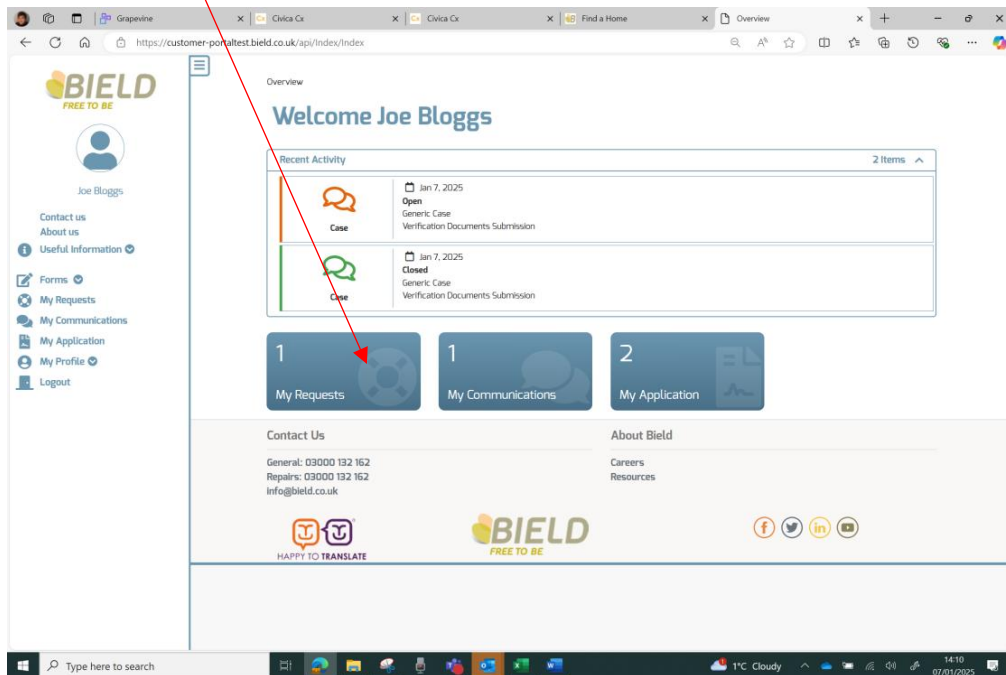


Once your form has submitted you will receive an email confirming your paperwork has been received and you will also see you now have a My Requests tile:





Click on this tile and you will see Generic Verification Documents Submission case has been created:



This case status will remain Open until Bield Office staff deal with your paperwork, once your application has been updated confirming receipt of the documents this case status will change to Closed.

My Requests

Details: Verification Documents Submission

Status: Open

Start Date: 07/01/2025

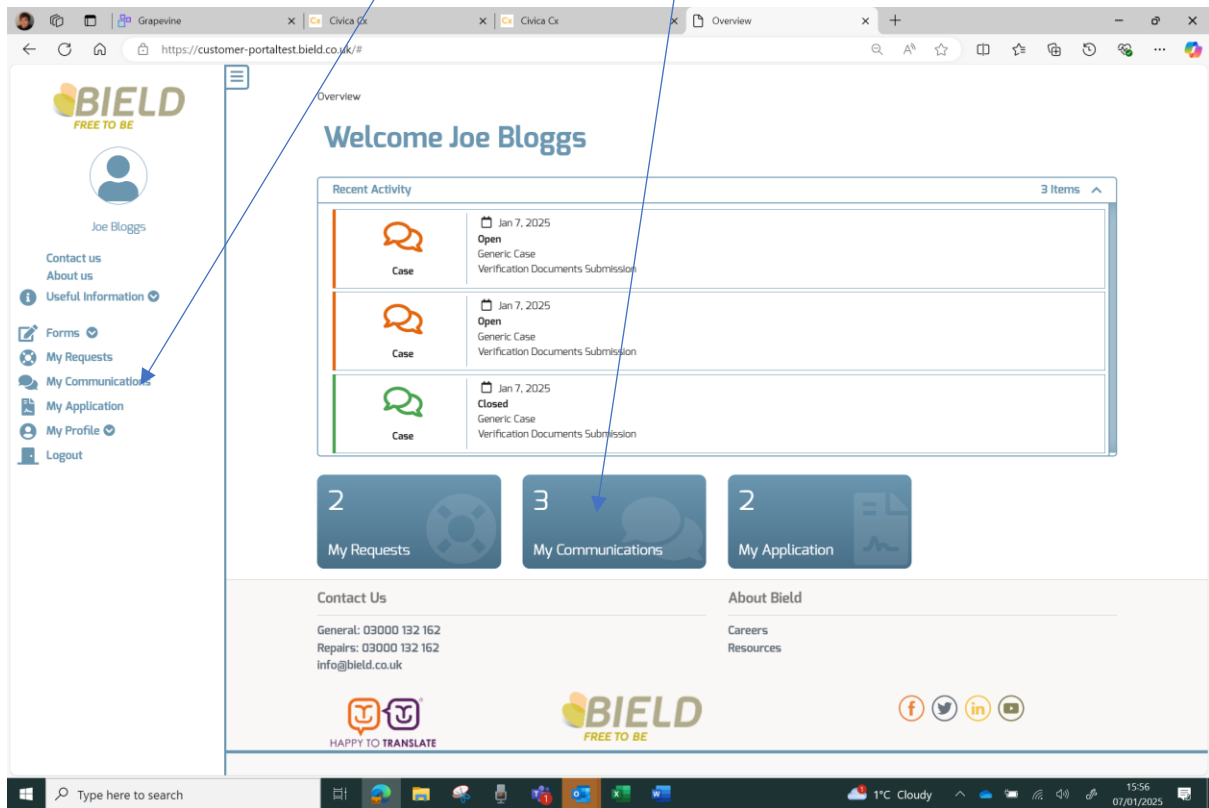
End Date: N/A

Case Type: Generic Case

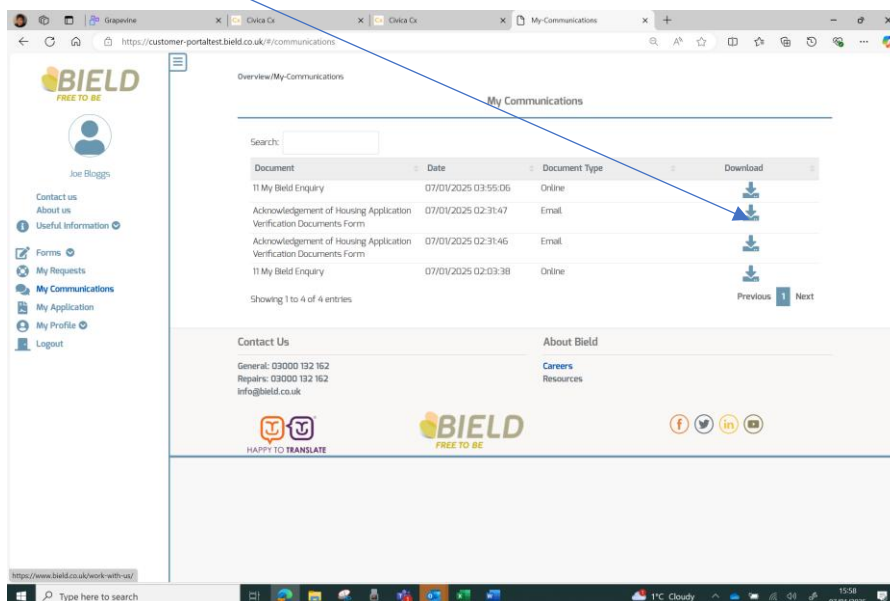
Case Reference: CSE012932G



Your confirmation email you receive in your inbox is also visible in your My Bield account. Click on either the My Communications link or the tile:

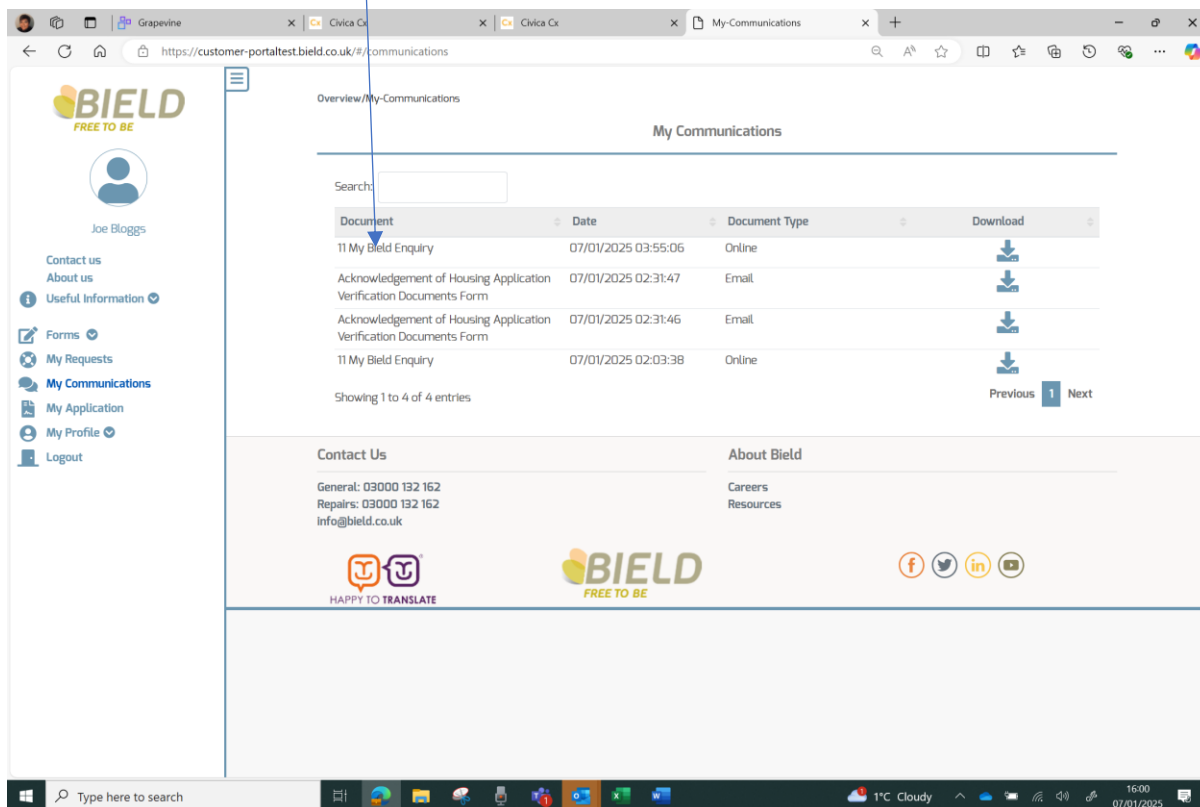


Here you will see a list of all communications created. You can view these online by clicking on the download option:





Please note “11 My Bield Enquiry” notification will show no content as this is only a notification generated to prompt Office Staff to deal with the paperwork you have submitted:



Document Control:				
Version:	Author:	Date:	Comments:	Status:
0.1 Draft	Angela Pratt	07/01/25	1 st Draft	Draft
1.0 Final	Angela Pratt/Elizabeth Rogers	08/01/25	Final	Approved
1.1 Draft	Angela Pratt	25/09/26	Amendment to 1.0 Final	Amendment
2.0 Final	Angela Pratt / Elizabeth Rogers	01/10/26	Final Version	Approved