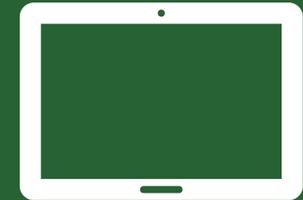# How to upload your Blue Badge document

Make your paper document digital

To turn your paper document into a digital file, the best way is to take a photo of it.

Get a camera

The easiest method is to use a smart phone, tablet or use a digital camera.
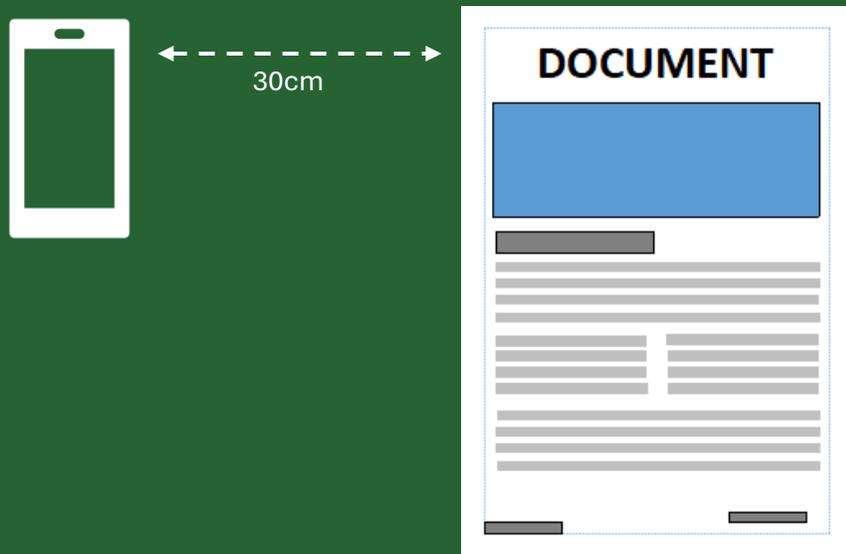
Get your document

Place your document on a flat surface, ensure that the whole thing is clearly visible without folds.

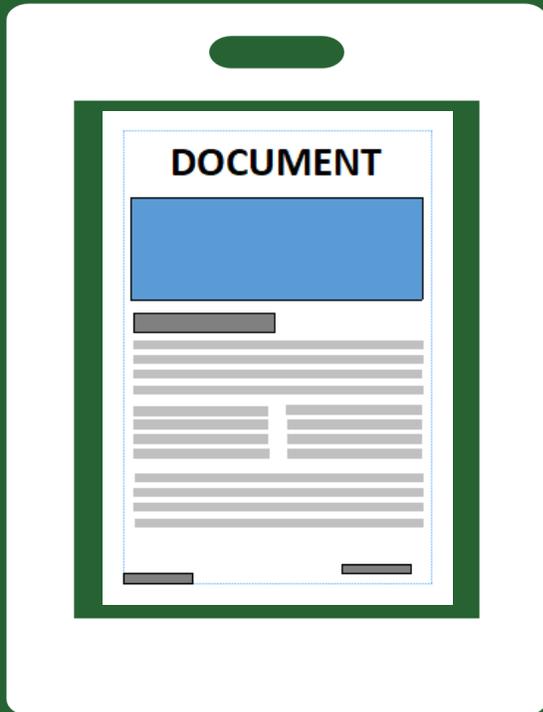If you have multiple pages, do one page at a time.

Take the photo

1. Hold your camera approximately 30cm away from your document.
2. Ensure the whole page is shown in your camera.
3. Take the photo.

30cm

DOCUMENT

Check your photo

- Can you see the whole page on the photo?

- Are all the words clearly in focus?

- Can you read what is on the page?

Upload your photo

If you used the same device you are making your application on, you will be able to return to the form and upload straight from your device.

If you used a different device

You will need to upload the photo to the device you are using to apply (e.g. your computer)

The easiest way to do this is to email it to yourself. Alternatively, you can transfer the file by plugging your device into the computer.