Freelancer Document Checklist

Checklist only — this document holds NO personal documents. It lists what to prepare and where to keep it, so nothing is missing when a platform, client or bank asks.

Identity documents

- National ID card (front and back copies)
- Passport (if you have one)
- Proof of address (utility bill or bank statement)
- Passport-size photographs

Platform and work documents

- Portfolio samples or links
- CV or profile summary
- Tax number / registration, if applicable
- Previous client testimonials or references

Bank and payment documents

- Bank account details (account title, number/IBAN)
- Mobile wallet numbers (JazzCash / Easypaisa)
- Payment account statements for verification, if asked

Storage and safety

- Keep originals in one safe folder, physical and digital
- Never send full ID copies to unverified strangers
- Share documents only on established, reputable platforms
- Review and update this checklist once a year