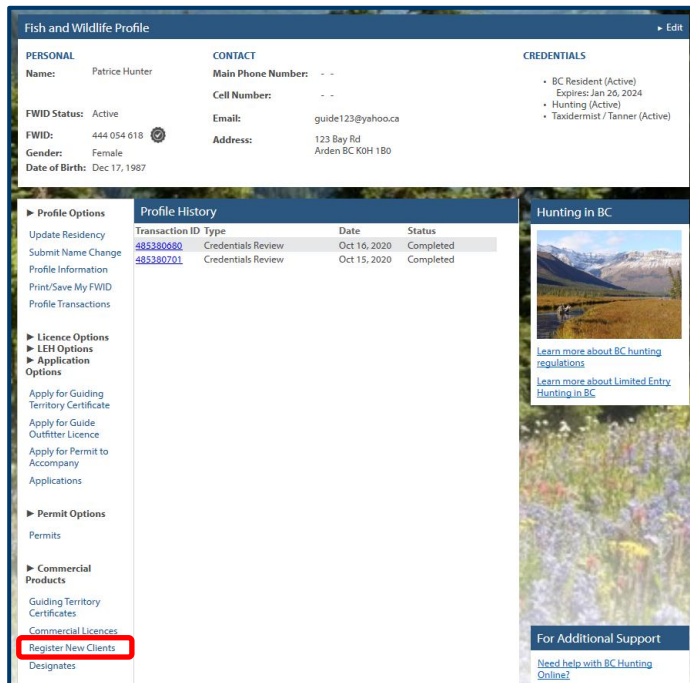


Register on Behalf of a Client – Guide Outfitter



Fish and Wildlife Profile

PERSONAL
Name: Patrice Hunter
FWID Status: Active
FWID: 444 054 618
Gender: Female
Date of Birth: Dec 17, 1987

CONTACT
Main Phone Number: - -
Cell Number: - -
Email: guide123@yahoo.ca
Address: 123 Bay Rd
Arden BC K0H 1B0

CREDENTIALS
• BC Resident (Active)
• Expires: Jan 26, 2024
• Hunting (Active)
• Taxidermist / Tanner (Active)

Profile History

Transaction ID	Type	Date	Status
485380690	Credentials Review	Oct 16, 2020	Completed
485380701	Credentials Review	Oct 15, 2020	Completed

Register New Clients

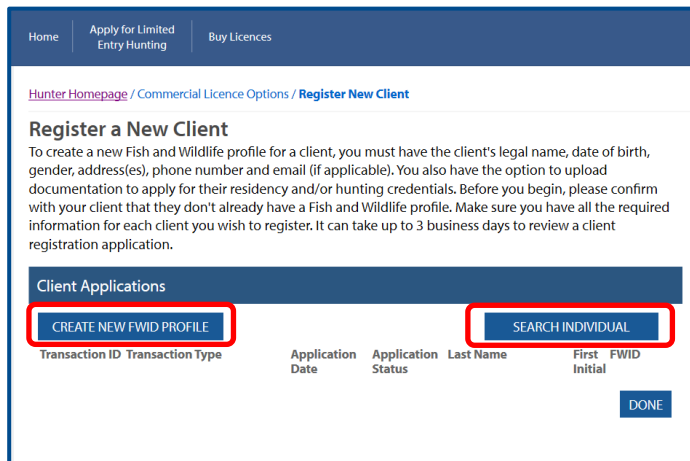
Getting started

Before registering a new Fish and Wildlife ID (FWID) profile on behalf of a client, you will need:

- A valid Guide Outfitter licence
- Your own Fish and Wildlife profile and a basic BCeID to sign on to the BC Hunting online service
- If providing copies of identification documents, an image (photo/scan) of the required documents

NOTE: A BCeID is an account that provides secure electronic access to online government services, including the BC Hunting online system. If you don't have a BCeID, you will be prompted to register for one when you sign on at www.gov.bc.ca/hunting.

- On your Fish and Wildlife profile, click on **Register New Clients** under **Commercial Licence Options**



Register a New Client

To create a new Fish and Wildlife profile for a client, you must have the client's legal name, date of birth, gender, address(es), phone number and email (if applicable). You also have the option to upload documentation to apply for their residency and/or hunting credentials. Before you begin, please confirm with your client that they don't already have a Fish and Wildlife profile. Make sure you have all the required information for each client you wish to register. It can take up to 3 business days to review a client registration application.

Client Applications

CREATE NEW FWID PROFILE

SEARCH INDIVIDUAL

Transaction ID	Transaction Type	Application Date	Application Status	Last Name	First Name	FWID Initial
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DONE

NOTE: If your client has hunted in B.C. and has a FWID, but you cannot find it, please **do not** create a new profile. Contact FrontCounter BC to request your client's FWID number.

Step 1 – Check for an existing profile

Before registering a new Fish and Wildlife profile, confirm with your client that they don't already have a Fish and Wildlife Profile. Each person may only have one Fish and Wildlife Profile, and once created, their FWID is their permanent record of hunting activity in B.C.

- Click the **Search Individual** button
- Enter your clients last name, first name and date of birth to determine if they have a FWID profile. If found, the system will display their FWID number.

If your client does not already have a FWID profile:

- Click the **Create New FWID Profile** button
- A new profile screen will be displayed

Register on Behalf of a Client – Guide Outfitter



Create a Client's Fish and Wildlife Profile
To create a Fish and Wildlife profile, you must provide their personal and contact information.
* indicates a required field.

Client's Personal Information

* First Name: * Date of Birth: e.g., Jan 1, 1991
* Last Name: * Gender: (None)
Middle Name(s):
Last Name and First Name must be the client's legal name(s).

Client's Address & Mailing Information

*** MAILING ADDRESS** **STREET ADDRESS**
Address Lookup: Address Lookup:
Manually edit the address Manually edit the address
* Address Line 1: * Address Line 1:
Address Line 2: Address Line 2:
* City / Town: * City / Town:
Province / State: British Columbia Province / State: British Columbia
* Country: Canada * Country: Canada
Postal / ZIP Code: Postal / ZIP Code:
☐ Street Address same as Mailing Address

Client's Contact Information

Email: Main Phone Number: - -
Confirm Email: Cell Number: - -

PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Step 2 – Create a new profile

- Fill out the mandatory information fields (marked with a red asterisk).
- Click the attestation box to confirm that your client has authorized you to create a new profile on their behalf.
- Click the second attestation box to confirm that the personal information provided is true, to the best of your knowledge.
- Click **NEXT**.

NOTE: The system will issue a warning message if a similar profile is found. Each individual may only have one FWID profile. Before proceeding, please call the FrontCounter BC Contact Centre for assistance at 1-877-855-3222.

[Hunter Homepage](#) / [Commercial Licence Options](#) / [Register New Client](#) / [Create a Client's Fish and Wildlife Profile](#) / [Client's Proof of Residency and/or Age](#)

Client's Proof of Residency and/or Age
B.C. residents and non-residents must upload proof of residency and proof of age documentation (see below for a description of each residency type). Non-resident aliens must upload proof of age documentation. You can upload more than one document for the client, if necessary. For acceptable documentation to prove residency and/or age, please refer to www.gov.bc.ca/hunting.

Client's Proof of Residency
A B.C. Resident is a person who:
a. Is a Canadian citizen or permanent resident of Canada, and whose only or primary residence is in British Columbia, and who has been physically present in B.C. for the greater portion of each of six months out of the preceding 12 months, or
b. Is not a Canadian citizen or permanent resident of Canada, but whose only or primary residence is in British Columbia, and has been physically present in B.C. for the greater portion of each of the preceding 12 months.
A non-resident is a person who:
a. Is not a resident of B.C., but is a Canadian citizen or a permanent resident of Canada, or
b. Is not a resident of B.C., but whose only or primary residence is in Canada and has resided in Canada for the preceding 12 months.
A non-resident alien is anyone who does not meet either of the definitions (B.C. resident or non-resident) above.

Client's Proof of Age
A person is required to be at least 10 years of age to apply for a Fish and Wildlife ID.

Residency Type
* Select client's residency type: (None)

Client's Proof of Residency Document(s)
Upload documentation for proof of residency. You can upload more than one document, if necessary.
File Name Description

Client's Proof of Age Document(s)
Upload documentation for proof of age. You can upload more than one document, if necessary.
File Name Description

Step 3 – Proof of residency and age

- Select your client's residency type from the dropdown list
- You may upload the appropriate proof of age and residency document(s)
- Click **NEXT** to continue

Register on Behalf of a Client – Guide Outfitter

[Hunter Homepage](#) / [Commercial Licence Options](#) / [Register New Client](#) / [Create a Client's Fish and Wildlife Profile](#) / [Client's Proof of Hunter Safety Training](#)

Proof of Hunter Safety Training

If a Hunting credential is not required, click **NEXT**.

A Hunting credential is required to purchase a resident hunting licence or an unrestricted non-resident hunting licence. To obtain a Hunting credential, proof of hunter safety training must be uploaded.

The following documents are acceptable proof of Hunter Safety Training:

- Conservation and Outdoor Recreation Education (CORE) certificate
- A confirmation letter from the BC Wildlife Federation or the Fish and Wildlife Branch
- A document issued by a Canadian territory or province other than British Columbia, indicating successful completion of a hunter safety training course
- A document issued by an International jurisdiction, indicating successful completion of a hunter safety training course may be accepted

NOTE: Alberta WIN cards are NOT acceptable proof of Hunter Safety Training.

Safety Education ID:

Client's Proof of Hunter Safety Training Document(s)

File Name	Description
<input type="button" value="UPLOAD DOCUMENT"/>	

Step 4 – Hunting credential

If your client does not need a hunting credential, you can click **NEXT** to skip this step.

- If your client needs a hunting credential, you must provide proof that he/she has completed hunter safety training
- Upload the appropriate documents
- Click **NEXT** to continue

Confirm Client's Application

Please review all the information below before making any changes or submitting the application.

Client's Personal Information

First Name:	Chuck	Date of Birth:	Aug 1, 1948
Last Name:	Wood	Gender:	Male
Middle Name(s):			

Client's Address & Mailing Information

* MAILING ADDRESS

* Address Line 1: 123 Example Lane

Address Line 2:

* City / Town: Remsen

Province / State: Ontario

* Country: Canada

Postal / ZIP Code: L1V1V1

☒ Street Address same as Mailing Address

Client's Contact Information

Email:	hunter123@yahoo.ca	Main Phone Number:	- -
Confirm Email:	hunter123@yahoo.ca	Cell Number:	- -

Review Your Documents

Please check to make sure you have included all your supporting documents before you submit your application for credentials.

Client's Proof of Residency Document(s)

File Name	Description
id.bmp	driver's licence

Client's Proof of Age Document(s)

File Name	Description
id.bmp	driver's licence

Client's Proof of Hunter Safety Training Document(s)

File Name	Description
IMG_3406.JPG	Hunter course

Step 5 – Review and confirm client's application

- Review the application and the document(s) to be submitted
- You can revise any part of the application by clicking on the **EDIT** link at the top right-hand corner of each section.
- If all information is complete and correct, and all documents have been uploaded, click **SUBMIT APPLICATION**.

Register on Behalf of a Client – Guide Outfitter

A screenshot of a web page titled "Application Submitted". At the top, there is a breadcrumb trail: "Hunter Homepage / Commercial Licence Options / Register New Client / Create a Client's Fish and Wildlife Profile / Client's Profile / Hunter Safety Training / Confirmation / Application Submitted". The main heading is "Application Submitted". Below it, a paragraph states: "Thank you for registering your client. It may take up to 3 business days to review and confirm the documents. When the review is completed, or if any changes or additional information is needed, an email will be sent to both you and the profile owner. Once completed, only the profile owner can access the profile." Another paragraph follows: "You will need the client's FWID, last name and first initial if you plan to buy licences on their behalf." At the bottom, there are two buttons: "Create Another FWID Profile" and "Return to Your Profile".

Application Submitted

You can now **Create Another FWID Profile** or **Return to Your Profile**.

NOTE: You can check the status of your client's application and view the new FWID number at any time by returning to your profile and clicking on **Register New Client**. The application will show as "In Review." It may take up to 3 business days to review and confirm the documents. If the application is approved, an email will be sent to both you and the profile owner, but only your client will have access to their profile.

Need help or have questions?

Visit www.gov.bc.ca/hunting

OR

To contact the FrontCounter BC Contact Centre by chat, email or phone, click here:

[FrontCounter BC Contact Us Webpage](#)