



# PROCEDURE MANUAL

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Fish and Wildlife ID			

## This Procedure Replaces:

4-7-01.15.1 Fish and Wildlife ID (July 11, 2017)

## Staff and Organizations Affected:

Wildlife Management Staff  
Wildlife Administration Staff  
Service BC  
FrontCounter BC  
Vendors  
Hunters  
Guide Outfitters  
Conservation Officers

## Reason for this Procedure:


This procedure outlines the Fish and Wildlife ID registry process and supports the implementation of the Fish and Wildlife ID Policy (4-7-01.15). There are four sections to this procedure:

1. Roles
2. Eligibility criteria
3. Fish and Wildlife ID issuance
4. Request for name change

## PROCEDURE

### 1 Roles

- 1.1 Wildlife management staff oversee provincial hunting programs and services.
- 1.2 Wildlife administration staff administer provincial hunting programs and services.
- 1.3 Service BC, FrontCounter BC and vendors are service providers of provincial hunting services.
- 1.4 Hunters and guide outfitters are users of British Columbia (B.C.) hunting programs and services.
- 1.5 Conservation officers are responsible for enforcement of the *Wildlife Act* and *Wildlife Act* Regulations.

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## 2 Eligibility criteria

2.1 To obtain a Fish and Wildlife ID (FWID), a person must be 10 years of age or older and provide to a Service BC or FrontCounter BC staff or electronically via the Wildlife Information and Licensing Data (WILD) system his or her:

- (a) legal name,
- (b) date of birth, and
- (c) street and mailing address.

2.2 A licensed guide outfitter is eligible to register their clients for a FWID in the WILD system.

## 3 Fish and Wildlife ID issuance

3.1 A person can obtain a FWID in person at Service BC or FrontCounter BC offices, or online via WILD.

3.2 A licensed guide outfitter can obtain a FWID for their clients via WILD.

3.3 All requirements of the WILD system must be met in order to complete the registration process.

3.4 A nine digit FWID is generated upon completion of the registration process.

## 4 Fish and Wildlife ID with verified user status

4.1 To obtain a FWID with verified user status, applicants:

- (a) 16 years of age or older must provide to a Service BC or FrontCounter BC staff or upload to the WILD system an acceptable photo identification;
- (b) under 16 years of age must provide to a Service BC or FrontCounter BC staff or upload to the WILD system an acceptable photo or non-photo identification.

4.2 Acceptable documentation includes:

- (a) Driver's licence issued by a Canadian or international jurisdiction,
- (b) B.C. Services Card,
- (c) B.C. Driver's Licence and B.C. Services Card combination card,
- (d) Birth Certificate,
- (e) Passport,
- (f) Permanent Resident card,
- (g) Citizenship card or Canadian Citizenship Certificate issued after February 2012,



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- (h) Student IDs containing full legal name,
  - (i) Employee IDs containing full legal name,
  - (j) Photo ID card issued by the government of a province or territory of Canada, or the government of an international jurisdiction,
  - (k) Military ID issued by the government of Canada,
  - (l) Possession and Acquisition Licence,
  - (m) Secure Certificate of Indian Status card,
  - (n) Status Card, and
  - (o) Nexus Card.
- 4.3 A licensed guide outfitter is not required to provide supporting documentation when applying for a FWID on behalf of a client.

## 5 Request for name change

- 5.1 For a name change request, the applicant must provide documentation that shows his or her former legal name and current legal name. Two pieces of documentation may be required to evidence the former and current legal names.
- 5.2 Acceptable documentation to process a name change request in WILD includes:
- (a) Marriage Certificate,
  - (b) Legal Change of Name Certificate
  - (c) Divorce Certificate,
  - (d) Driver's Licence,
  - (e) B.C. Driver's Licence and B.C. Services combination card
  - (f) Photo ID card issued by the government of a province or territory of Canada, or the government of an international jurisdiction
  - (g) Health care card issued by a province or territory of Canada,
  - (h) Passport,
  - (i) Birth Certificate,
  - (j) Citizenship Card,
  - (k) Permanent Resident Card, and
  - (l) a letter from a Notary Public.

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## Definitions:

**Fish and Wildlife ID (FWID)** – is a personalized identification number obtained when an individual registers in the Wildlife Information and Licensing Data (WILD) system. The FWID is linked to an electronic profile that consists of users' personal information, credentials, licences, permits, applications and limited entry hunting authorizations.

**verified user status** – status granted to a user's Fish and Wildlife profile in WILD after the user has provided one of the acceptable documentation, as prescribed in the Fish and Wildlife ID Procedure, to prove identity.

**Wildlife Information and Licensing Data (WILD) system** – The WILD system holds data relating to hunting clients and hunting products, and is used for processing hunter registration and hunting product applications and sales.

## Policy Manual Cross-References:

4-7-01.15 Fish and Wildlife ID

## Procedure Manual Cross-References:

None

## Other Cross-References:

None