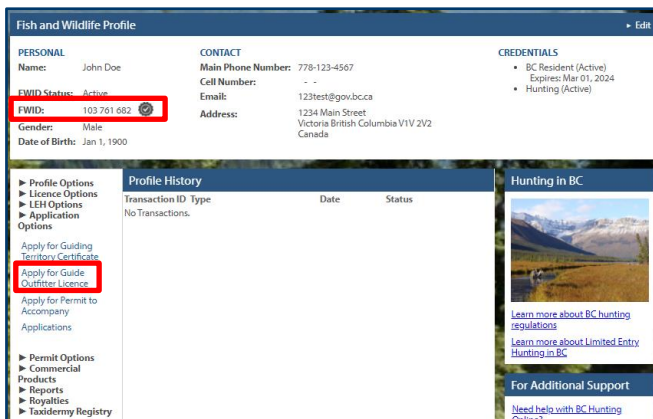


# Apply Online for a Guide Outfitter Licence

<b>What is this licence for?</b>	A guide outfitter is licensed to guide resident, non-resident and non-resident alien hunters in an exclusive guide area with clearly defined and legally described boundaries.
<b>Who can apply for this licence?</b>	Individuals who meet the qualifications, including the ownership or grant of a Guiding Territory Certificate in the province of B.C. For more information, go to <a href="http://www.gov.bc.ca/hunting">www.gov.bc.ca/hunting</a>

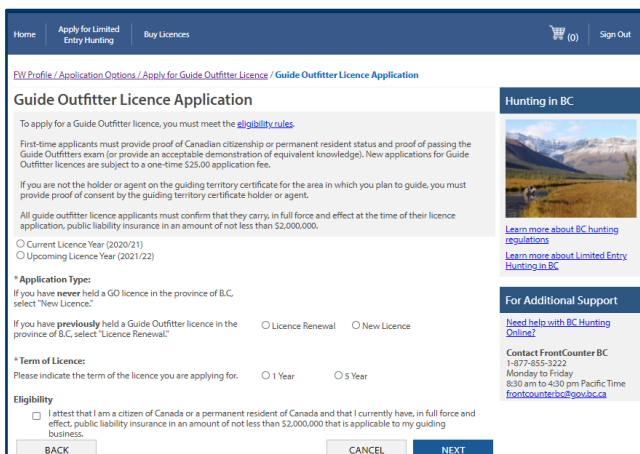


## Before you start

Before you apply for your Guide Outfitter licence, make sure you:

- Have an active Fish and Wildlife ID with verified user status
- A basic BCeID to sign on to the BC Hunting Online service.
- Are 19 years of age or older
- Are a Canadian citizen or permanent resident
- Have no active guide outfitter suspensions
- Have no outstanding reports or royalties
- Credit card for payment:
  - 1 year term - \$500.00
  - 5 year term - \$2000.00

Then click on **Apply for Guide Outfitter Licence** under **Application Options** on your Fish and Wildlife profile.



## Step 1 – Application Details

- Licence Year – select the **Current Licence Year** or **Upcoming Licence Year** that you need the licence for
- Application type – select **New Licence** or **Licence Renewal**.
  - If you have previously held a GO licence in the province of B.C., select **Licence Renewal**
- Licence Term – select **1 Year** or **5 Year** licence term
- Eligibility – check the checkbox next to the attestation to indicate that you meet the eligibility criteria for residency and insurance
- NEXT – click **NEXT** to continue to the next screen.
- CANCEL – if you click **CANCEL**, your application will not be saved.

# Apply Online for a Guide Outfitter Licence

FW Profile / Application Options / Apply for Guide Outfitter Licence / Guide Outfitter Licence Application / Guide Area and Regions

### Guide Area(s) and Region(s)

You must provide information about the guiding area and wildlife management region(s) included in this licence application.

**Guiding Territories**  
Enter the certificate number and expiry date for each Guiding Territory Certificate included in this licence application, and indicate whether you are the registered holder or agent named on the certificate. **NOTE:** If you are NOT the registered holder or agent named on the guiding territory certificate, you must provide a completed and signed [Consent of Guiding Territory Certificate Holder or Agent Form](#). The completed form can be uploaded on the next screen.

Certificate Number	Status	Expiry Date
123456	Valid	Jan 01, 2025

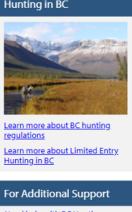
**ADD CERTIFICATE**

**\* Guiding Region(s)**  
Select the region(s) in each guiding territory/area covered under this licence application.

\* Region  
(None)

**ADD ADDITIONAL REGION**

**BACK** **CANCEL** **NEXT**

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[Learn more about Limited Entry Hunting in BC](#)

**For Additional Support**  
[Need help with BC Hunting Online?](#)  
[Contact FrontCounter BC](#)  
1-877-855-3222  
Monday to Friday  
8:30 am to 4:30 pm Pacific Time  
[frontcounterbc@gov.bc.ca](mailto:frontcounterbc@gov.bc.ca)

**GTC Lookup**  
\* GTC #:   
**FIND**

FW Profile / Application Options / Apply for Guide Outfitter Licence / Guide Outfitter Licence Application / Guide Area and Regions

### Guide Area(s) and Region(s)

You must provide information about the guiding area and wildlife management region(s) included in this licence application.

**Guiding Territories**  
Enter the certificate number and expiry date for each Guiding Territory Certificate included in this licence application, and indicate whether you are the registered holder or agent named on the certificate. **NOTE:** If you are NOT the registered holder or agent named on the guiding territory certificate, you must provide a completed and signed [Consent of Guiding Territory Certificate Holder or Agent Form](#). The completed form can be uploaded on the next screen.

Certificate Number	Status	Expiry Date
123456	Valid	Jan 01, 2025

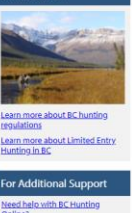
**ADD CERTIFICATE**

**\* Guiding Region(s)**  
Select the region(s) in each guiding territory/area covered under this licence application.

\* Region  
(None)

**ADD ADDITIONAL REGION**

**BACK** **CANCEL** **NEXT**

**Hunting in BC**  
  
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## Step 2 – Guide Area(s) and Region(s)

- Click the **ADD CERTIFICATE** button to open the **GTC Lookup** pop-up.
- Enter the certificate number to wish to add and click **FIND**. The status and expiry date will be displayed.
- To enter more than one certificate, click **ADD CERTIFICATE** again and search for another one.
- If you are the holder or the agent named on the guiding territory certificate, check the box next to the certificate information.

**NOTE:** If you are not the holder or agent named on the certificate, you will be required (on the next screen) to upload a document of consent from the holder or agent.

- Select the **Region(s)** that apply to the guiding territory(ies) you have added.
- Click the **ADD ADDITIONAL REGION** button if you wish to enter more than one Region.
- Click **NEXT** to continue to the next screen.
- If you click **CANCEL** to return to your profile, your application will be saved under **Applications** but details entered in Step 2 details will not be saved.

FW Profile / Application Options / Apply for Guide Outfitter Licence / Guide Outfitter Licence Application / Guide Area and Regions / Supporting Documentation

### Supporting Documentation


You may need to upload documents in support of your licence application. Please review the table below to determine required documents. If you do not need to upload documents, you can click **NEXT** to continue with your application.

Type of document	Description
Proof of Canadian Citizenship or Permanent Resident Status	<b>Required only for new</b> Guide Outfitter licence applications. Proof of citizenship or permanent resident status may include a birth certificate, citizenship certificate or permanent resident card.
Proof of Guide Outfitter Knowledge	<b>Required only for new</b> Guide Outfitter Licences. Proof includes Guide Outfitter Exam Results or equivalent.
Consent of Guiding Territory Certificate Holder or Agent Form	<b>Required only for Guide Outfitters who are not the registered holder or agent</b> of the Guiding Territory Certificate.
Amendment Consent Form	Required when an amendment is made mid licence year. It must be signed by the applicant and the Regional Manager.

\* Type of Document

**UPLOAD DOCUMENT**

**BACK**

**Hunting in BC**  
  
[Learn more about BC hunting regulations](#)  
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To upload a document:  
Click on Browse  
Select the document to be uploaded from your computing device  
Provide a description (e.g., Driver's licence) in the Description field  
Click Upload

**NOTE:** Only the following file types/extensions can be uploaded:  
.bmp, .dib, .doc, .docx, .gif, .jpeg, .jpg, .log, .msg, .pdf, .png, .pps, .pptx, .ppt, .pptx, .psj, .rtf, .tbn, .tbn, .shp, .shx, .tif, .tiff, .txt, .xls, .xlsx, .xml or .zip

\* File Name:  No file chosen

\* Description:

**UPLOAD**

## Step 3 – Supporting Documentation

- Upload the appropriate supporting documentation by clicking **UPLOAD DOCUMENT**.
  - See the table below for more information on required documentation.
- Once uploaded, select a **Type of Document**.
- Once you have uploaded the required documents, click **NEXT** to continue to the next screen.
- If you click **CANCEL** to return to your profile, your application is saved under **Applications** but details entered in Step 3 details will not be saved.

# Apply Online for a Guide Outfitter Licence

Type of document	Description
Proof of Canadian citizenship or permanent resident status (new applications only)	<b>Required only for new</b> Guide Outfitter licence applications. Proof of citizenship or permanent resident status may include a birth certificate, citizenship certificate or permanent resident card.
Proof of Guide Outfitter Knowledge	<b>Required only for new</b> Guide Outfitter licence applications. Proof includes Guide Outfitter exam results or equivalent.
Consent of Guiding Territory Certificate Holder or Agent Form	Required <b>only</b> for Guide Outfitters <b>who are not the registered holder or agent</b> of the Guiding Territory Certificate.
Amendment Consent Form	Required when an amendment is made mid licence year. It must be signed by the applicant and the Regional Manager.

[File Profile / Application Options / Apply for Guide Outfitter Licence / Guide Outfitter Licence Application / Guide Area and Regions / Supporting Documentation / Summary](#)

### Application Summary

#### Guide Outfitter Licence Application

☒ Current Licence Year (2020/21)  
☐ Upcoming Licence Year (2021/22)

**\* Application Type:**  
 If you have **never** held a GO licence in the province of B.C., select "New Licence".  
 If you have **previously** held a Guide Outfitter licence in the province of B.C., select "Licence Renewal".

**\* Term of Licence:**  
 Please indicate the term of the licence you are applying for.

☒ 1 Year    ☐ 5 Year

**Eligibility**  
☒ I attest that I am a citizen of Canada or a permanent resident of Canada and that I currently have, in full force and effect, public liability insurance in an amount of not less than \$2,000,000 that is applicable to my guiding business.

#### Guiding Area(s) and Region(s)

**Guiding Territories**

Certificate Number	Status	Expiry Date	
123456	Valid	Jan 01, 2025	<input type="checkbox"/> I am the holder of or agent named on this guiding territory certificate

**Guiding Region(s)**

\* Region  
1 - Vancouver Island

#### Supporting Documentation


* Type of Document	* Description	File Name
Consent of Guiding Territory Certificate Holder or Agent Form	test	TEST DOC.pdf

#### Fee

Fee: 500.00

It is an offence to knowingly make a false statement in order to obtain a licence. Violations may result in prosecution under the *Wildlife Act* and refusal of future licence applications, or both. Any licence obtained using false information is invalid.

[Hunting in BC](#)



[Learn more about BC hunting regulations](#)  
[Learn more about Limited Entry Hunting in BC](#)

**For Additional Support**

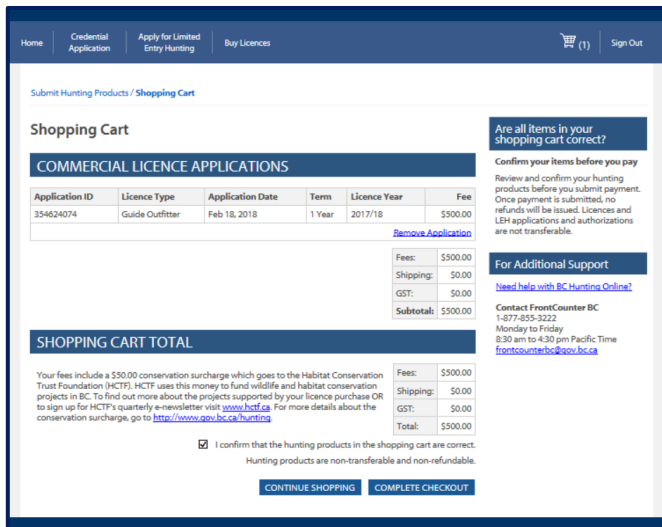
[Need help with BC Hunting Online?](#)  
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[frontcounterbc@gov.bc.ca](mailto:frontcounterbc@gov.bc.ca)

## Step 4 – Review your application

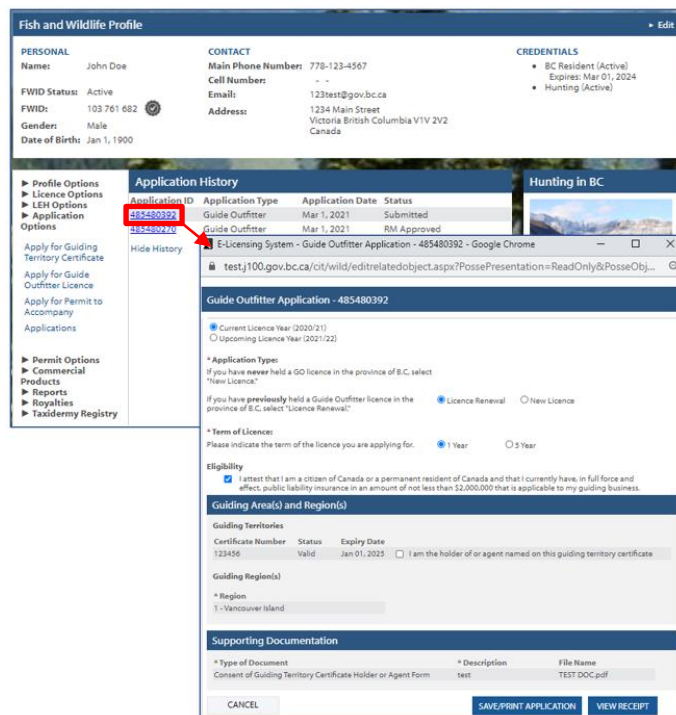
- Review the summary of your application.
- If you need to make changes to any section, click the **Edit** button at the far right-side of the section's blue bar
- If you wish, you can save your application without submitting it by clicking **SAVE AND CONTINUE LATER**.
- If you are ready to proceed to payment, click **ADD TO SHOPPING CART**.
- If you click **CANCEL** to return to your profile, your application is saved.

# Apply Online for a Guide Outfitter Licence

## Pay and finish



- Review your purchases in your shopping cart
- Click the box to confirm that your purchases are correct
- Click **CONTINUE SHOPPING** to purchase additional products
- Click **COMPLETE CHECKOUT** to purchase products
- Complete the payment process
- After payment is completed, you can **Print/Save** your receipt
- Click **Done** to go back to your Fish and Wildlife profile



## View your application details and status

- On your Fish and Wildlife profile and click on **Applications** under **Application Options**
- The GO licence application will appear indicating its current status, such as:
  - **Submitted** – application is submitted
  - **In Review** – application is in review
  - **Application Incomplete** – click on the application ID to determine what information you must provide
  - **RM Approved** – the licence application has been approved.
    - Your licence will appear under **Commercial Products > Commercial Licences**
  - **RM Denied** – the licence application has been denied.
  - **Withdrawn** – this indicates that you previously withdrew your application

**Need help or have questions?**

Visit [www.gov.bc.ca/hunting](http://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](http://www.gov.bc.ca/hunting)