

# PROCEDURE MANUAL

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Hunting, Residency and Licence Exemption Credentials			

## This Procedure Replaces:

4-7-01.16.1 Hunting and Residency Credentials (July 17, 2023)

## Staff and Organizations Affected:

Wildlife Management Staff  
Wildlife Administration Staff  
Service BC  
FrontCounter BC  
Vendors  
Hunters  
Trappers  
Guide Outfitters

## Reason for this Procedure:

This procedure outlines the hunting and residency credential application and issuance process, and supports the implementation of the Hunting and Residency Credentials policy.

There are six sections to this procedure:


1. Roles
2. Hunting credential
3. Residency credential
4. British Columbia resident credential
5. Non-resident credential
6. Non-resident alien credential
7. Licence Exemption credential

## 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 are users of British Columbia (B.C.) hunting programs and services.

### 2 Hunting credential

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- 2.1 To obtain the hunting credential, a hunter must prove successful completion of hunter safety training by showing one of the acceptable documentation outlined in section 2.2.
- 2.2 The supporting documentation acceptable as proof of completion of hunter safety training include:
  - (a) Conservation and Outdoor Recreation Education (CORE) certificate,
  - (b) a confirmation letter from the B.C. Wildlife Federation or the Fish and Wildlife Branch, or
  - (c) a document issued by a territory or province of Canada, other than British Columbia, or a government of an international jurisdiction evidencing successful completion of a hunter safety training course approved by the Director.
- 2.3 If applying for a credential in-person, hunters must provide the original or a copy of one of the acceptable documentation outlined in section 2.2.
- 2.4 If applying online, hunters must upload in the Wildlife Information and Licensing Data (WILD) system a copy of one of the acceptable documentation outlined in section 2.2.

### 3 Residency credential

- 3.1 To obtain a residency credential, hunters must meet the definition of resident, non-resident or non-resident alien, or qualify for an exemption. Reference section 11.01 of the *Wildlife Act General Regulation* for residency exemptions.
- 3.2 Guide outfitters are not required to provide supporting documentation for a residency credential when registering on behalf of their client.

### 4 B.C. resident credential

- 4.1 Supporting documentation accepted as proof of B.C. residency include the following, with an issue date being at least six months prior to the date of the application:
  - (a) B.C. Driver's Licence,
  - (b) B.C. ID,
  - (c) B.C. Services Card, or
  - (d) B.C. Driver's Licence and B.C. Services combination card.
- 4.2 If the issue date of one of the documentation outlined in section 4.1 is within the six months preceding the date of the application, one of the following documentation in conjunction with one of the documentation outlined in section 4.1 is accepted:
  - (a) ICBC vehicle insurance,

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- (b) a letter from school confirming attendance in person, or
  - (c) Legal Tenancy Agreement
- with contact information for reference check.
- 4.3 If the residency exemption applies, one of the following documentation is required:
- (a) military ID and posting documentation, or
  - (b) certificate, diploma, degree, or a letter from a school confirming completion of program in no longer than four months preceding the application date.
- 4.4 To prove that a First Nations hunter resides in B.C., he or she must provide one of the following documentation:
- (a) B.C. Driver's Licence,
  - (b) B.C. ID,
  - (c) B.C. Services Card,
  - (d) B.C. Driver's Licence and B.C. Services combination card, or
  - (e) a letter, issued within the 31 days prior to an application, from the Band Office or First Nation Government stating that the applicant resides in B.C.
- 4.5 When a BC resident credential is approaching the renewal date, the individual will provide a copy of their supporting documentation as outlined in 4.1 with the following exemption:
- (a) The supporting documentation may have an issue date of less than six months prior to the date of renewal, provided the document is valid.
- 4.6 An individual is not eligible for the exemption outlined in section 4.5(a) if the individual became a non-resident or non-resident alien as defined by the *Wildlife Act* since being granted the BC resident credential.

## 5 Non-resident credential

- 5.1 Supporting documentation accepted to obtain a non-resident credential include:
- (a) Birth certificate issued by a province or territory of Canada,
  - (b) Canadian passport,
  - (c) Citizenship certificate,
  - (d) Citizenship card,
  - (e) Canadian Permanent Resident card, and

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- (f) Record of Landing issued by the Government of Canada.
- 5.2 The following documentation is accepted if the issue date is at least twelve months prior to the date of the application:
- (a) Driver's licence,
  - (b) A picture ID, and
  - (c) A health care card
- issued by the government of a province or territory of Canada.

## 6 Non-resident alien credential

- 6.1 Applicants are not required to provide supporting documentation to be granted a non-resident alien credential.

## 7 Licence Exemption credential

- 7.1 For the purposes of applying for limited entry hunting, submitting a voluntary trapping harvest report, or supervising a non-First Nations youth hunter, First Nations residing in B.C. registered under the *Indian Act* (Canada) are eligible to obtain the licence exemption credential upon proving registration under the *Indian Act* (Canada).
- 7.2 To prove registration under the federal *Indian Act*, a First Nation hunter must provide:
- (a) Secure Certificate of Indian Status (valid or expired), or
  - (b) a letter from the Band Office or First Nation Government stating that the applicant is registered under the *Indian Act*, or
  - (c) Temporary Confirmation of Registration Document (TCRD)
- 7.3 If applying for a licence exemption credential in-person, hunters must provide the original or a copy of one of the acceptable documentation outlined in section 7.2.
- 7.4 If applying online, individuals must upload in the Wildlife Information and Licensing Data (WILD) system a copy of one of the acceptable documentation outlined in section 7.2.
- 7.5 An individual is not eligible for the exemption outlined in section 7.1 if the individual ceases to reside in B.C. since being granted the licence exemption credential.

### Definitions:

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



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**hunting credential** – granted to a Fish and Wildlife Profile after the user has provided acceptable documentation, as prescribed in the Hunting and Residency Credentials procedure, to prove registration under the federal *Indian Act* or successful completion of hunter safety training.

**non-resident** – as defined in the *Wildlife Act*, means:

- (a) A person who is not a resident but is a Canadian citizen or a permanent resident of Canada, or
- (b) A person who
  - i. is not a resident, but whose only or primary residence is in Canada, and
  - ii. has resided in Canada for the 12 month period immediately before making an application under the *Wildlife Act* or doing another thing relevant to the operation of the *Wildlife Act*.

**non-resident alien** – as defined in the *Wildlife Act*, means a person who is neither a resident nor a non-resident.

**residency exemptions** – as defined in the *Wildlife Act General Regulation*, means:

- (a) a person who
  - i) is a member of the armed services of Her Majesty raised by Canada and enrolled in continuing full time military service who has made his or her permanent residence in British Columbia for thirty consecutive days immediately before making an application under the *Wildlife Act* or doing another thing relevant to the operation of the Act,
  - ii) is a Canadian citizen or permanent resident of Canada, who leaves British Columbia to attend a recognized educational institution, and who returns to British Columbia on completion of studies at the institution concerned, or
  - iii) is under 18 years of age, has resided with a parent or guardian in another province and returns to British Columbia to reside with another parent or guardian who is a resident

is, for the purpose of qualifying as a resident, exempt from the requirements set out in paragraph of the definition of "resident" in section 1 of the *Wildlife Act*.

**resident** – as defined in the *Wildlife Act*, means:

- (a) a person who
  - i) is a Canadian citizen or a permanent resident of Canada, whose only or primary residence is in British Columbia, and
  - ii) has been physically present in British Columbia for the greater portion of each of 6 calendar months out of the 12 calendar months immediately preceding the date of making an application under the *Wildlife Act* or doing another thing relevant to the operation of the *Wildlife Act*, or

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- (b) a person who
  - i) is not a Canadian citizen or a permanent resident of Canada, but whose only or primary residence is in British Columbia, and
  - ii) has been physically present in British Columbia for the greater portion of each of the 12 calendar months immediately preceding the date of making an application under the *Wildlife Act* or doing another thing relevant to the operation of the *Wildlife Act*.

**residency credential** – granted to a Fish and Wildlife Profile after the user has provided acceptable documentation, as prescribed in the Hunting and Residency Credentials procedure, to prove residency.

**licence exemption credential** – granted to a Fish and Wildlife Profile after the user has provided acceptable documentation, as prescribed in the Hunting, Residency and Exemption Credentials procedure.

**Policy Manual Cross-References:**

- 4-7-01.15 Fish and Wildlife ID
- 4-7-01.16 Hunting, Residency and Licence Exemption Credentials

**Procedure Manual Cross-References:**

None

**Other Cross-References:**

- Indian Act* (RSC 1985 c.I-5)
- Wildlife Act* (RSBC 1996 c.488)
- Wildlife Act General Regulation* (BC Reg. 340/82)

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