

E-Licensing Public System Search Guide

An Explanation for the Fish Processing Permit Amendment Project

There are two types of searches available to the public in the Ministry of Environment and Climate Change Strategy’s E-Licensing System: an Application Status Search and a Document Search. If you are interested in the status of a specific authorization (i.e. permit), it is recommended to search by authorization, or permit number. A permit is a type of authorization.

What is an “Application Status” Search?

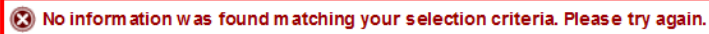
This search produces a report to show the status of applications for new authorizations or permit amendments, which have been initiated in the E-Licensing system. The terminology used in the ‘status’ column of the report reflects the Ministry’s Structured Application Process. While the Fish Processing Permit Amendment Project follows the principles of the Structured Application Process, there are slight variations, because the amendments are being initiated by the Ministry instead of an applicant. Table 1 highlights what each status phase means specific to the Fish Processing Permit Amendment Project.

Table 1: Comparison of Structured Application Process & Fish Processing Permit Amendment Project

Status	Fish Processing Permit Amendment Project	Structured Application Process
Pre-Application	The permit has been selected by the Ministry for an amendment.	The Ministry clarifies the requirements of the applicant for the preparation of their final application package.
Pending Final Application and/or Pending Customer	An information request has been sent to the proponent by the Ministry.	Client fulfills the requirements laid out by the Ministry in Pre-Application phase.
In Screening	Information submitted by the proponent is being reviewed by the Ministry for completeness.	The Ministry assesses whether the information provided by the client is sufficiently detailed to complete a technical review of the application.
In Review	Similar to the Structured Application Process ‘In Review’ stage; specific to the permit amendment initiated by the Ministry.	Ministry staff reviews all information pertinent to the application. Wherever required, this phase also includes the Ministry’s consultation with Indigenous People. Through the review stage, Ministry staff develops draft permits and recommendations for the Statutory Decision Maker.
Awaiting Decision	Similar to the Structured Application Process ‘Awaiting Decision’ stage; specific to the permit amendment initiated by the Ministry.	The Statutory Decision Maker considers the entirety of information regarding the application, and makes a decision on whether or not to issue a new or amended authorization.
Signed	Same as the Structured Application Process ‘Signed’ stage	The Statutory Decision Maker has issued the finalized authorization and signed off. The permit is mailed out and made public on the E-Licensing website.

What if your search had no results?

Application Status Search



If your search did not find any matching criteria, it may be that the permit amendment has not been initiated by the Ministry, or that an amendment has already been issued. You can confirm the status by conducting a second search in the E-Licensing Public System -> Documents

What is a “Documents” Search?

This search produces a list of publically viewable documents associated with authorizations, or permits. Once you have entered your search terms, a list of documents will come up and you will have the ability to open them. In the list of documents, you can see the ‘Issue Date’ and ‘Amendment Date’ for permits, from which you can see whether or not it has been recently amended.

The search may yield a long list of items from multiple authorizations, depending on the search terms you enter. Note the Authorization Number, Company Name and the document Description to determine if the document is related to your query. If the list of documents is very long, you may want to conduct a second search using the authorization number only.

How to complete an “Application Status Search”

Step 1: Go to E-Licensing Public System & Select “for Application Status

Go to the Permit Application Queue search page - <https://j200.gov.bc.ca/pub/ams/Default.aspx>

Alternate Path: Ministry of Environment & Climate Change Strategy -> Environment Protection & Sustainability -> Waste Management -> Waste Discharge Authorization ->Search Status & Documents ->Application Status Search -> E-Licensing Public System - for Application Status

E-Licensing Public System



Searches

→ for Documents

→ for Application Status

Step 2: Enter the Applicant information into the search tool

To conduct a search you will need the **Client Name** or the unique **Authorization Number**. It is best to retain the default fields as shown below. It is not necessary to provide a date range. If searching by a client name, use only the key identifying term or terms.

Application Status Search

Tracking Number:	<input type="text" value="If known - Enter AMS Tracking number"/>
Authorization Number:	<input type="text" value="If known - Insert the authorization number"/>
Client Name:	<input type="text" value="Enter all or part of the name - %NAME%"/>
Region:	<input type="text" value="(All)"/> Do not change default setting
Administrative Area:	<input type="text" value="(All)"/> Do not change default setting
Job Type:	<input type="text" value="(All)"/> Do not change default setting
Job Status:	<input type="text" value="(All)"/> Do not change default setting
Authorization Type:	<input type="text" value="(All)"/> Do not change default setting
BCENIC Code:	<input type="text"/>
Received Date:	From: <input type="text" value="mmm dd, yyyy"/> To: <input type="text" value="mmm dd, yyyy"/>
Target Date:	From: <input type="text" value="mmm dd, yyyy"/> To: <input type="text" value="mmm dd, yyyy"/>
Complexity:	<input type="text" value="(All)"/>

Click on the "Search" button. Please note that pressing "Enter" will not initiate search.

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Tracking Number	Authorization Number	Client Name	Region	Administrative Area	Job Type	Status	Authorization Type
:	:	:	:	:	:	Awaiting Decision	Permit
:	:	:	:	:	:	Pre-Application	Permit
:	:	:	:	:	:	Pre-Application	Permit

If your search does not show results, return to the home page and conduct a "for Documents" search.

E-Licensing Public System



Searches

→ for Documents

→ for Application Status

Just as in Step 2, enter applicant information - % signs are wildcards.

Document Search

You can search by Company Name or Individual Name. If the latter, please use the format Last Name, Given Names.

Applicant:

Authorization Number:

Authorization Type: (All)

Waste Type: (All)

Issue Date: From: To:

Region: (All)

If you specify an Authorization Type, Waste Type, Issue Date, or Region, you must also choose another criterion.

Cancel Search

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Document Search

Authorization Number	Issue Date	Amendment Date	Authorization Type	Waste Type	Individual	Company Name	Doing Business As	Region	Description
Open 100387	Aug 26, 2008		Code of Practice for Concrete and Concrete Products			BrownseyBlock (1985) Ltd.	BrownseyBlock	Authorizations - South Region	Temp # to Permanent registration number