### Express Transactions

**PRELIMINARY APPLICATION PHASE**

- **Client Responsibilities**
  1. Engage with Ministry to discuss application package requirements
  2. Conduct assessments and complete public notification & reporting requirements
  3. Submit complete final application package
  4. If Tracking Number expires, may reapply at any time by returning to Intake Phase

- **Ministry Responsibilities**
  1. Engage with client to set final application package requirements

**SCREENING PHASE**

- **Client Responsibilities**
  1. If circumstances are exceptional, forward to Preliminary Application Phase as a Routine Transaction

- **Ministry Responsibilities**
  1. If circumstances are exceptional, forward to Preliminary Application Phase as a Routine Transaction

**PROCESSING PHASE**

- **Client Responsibilities**
  1. Receive letter by email, post or registered mail

- **Ministry Responsibilities**
  1. Process application
  2. Prepare letter confirming authorization

### Routine Transactions

**INTAKE PHASE**

- **Client Responsibilities**
  1. Visit web for application forms & supporting info
  2. (Express) Prepare & submit application form, documents & fees if applicable
  3. (Routine) Prepare & submit prelim application form, documents & fees

- **Ministry Responsibilities**
  1. Ensure application form & documents are complete
  2. Add to Ministry tracking system
  3. Return to client if incomplete

If submitting a final application package, also complete public notification & reporting requirements & submit additional supporting documents.

**PRELIMINARY APPLICATION PHASE**

- **Client Responsibilities**
  1. If required, provide missing information or documents within specified timeline
  2. If timeline for response elapses, may reapply at any time by returning to Intake Phase

- **Ministry Responsibilities**
  1. Ensure final application package is administratively & technically complete
  2. If required, request additional clarification within 30 days
  3. If required, complete First Nation Consultation

**SCREENING PHASE**

- **Client Responsibilities**
  1. If required, provide missing information or documents within specified timeline
  2. If timeline for response elapses, may reapply at any time by returning to Intake Phase

- **Ministry Responsibilities**
  1. Complete technical review
  2. If required, request additional clarification within 30 days

**REVIEW & DECISION PHASE**

- **Client Responsibilities**
  1. If required, provide additional clarification within specified timeline
  2. If timeline for response elapses, may reapply at any time by returning to Intake Phase

- **Ministry Responsibilities**
  1. Receive authorization documents
  2. Make authorization decision
  3. Complete First Nation Consultation
  4. Prepare & send authorization documents