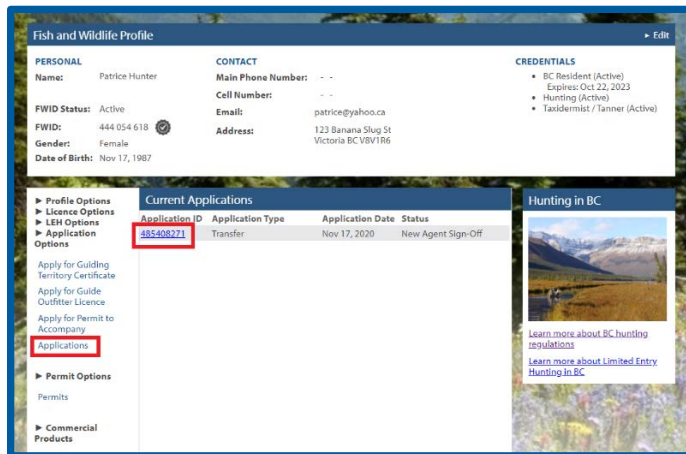


Guiding Territory Certificate – New Agent Sign-off on a Transfer Application

| | |
|----------------------|--|
| Required When | A new agent is identified, to be the agent once the transfer is complete. The new agent must sign-off that the application is correct. |
| Who? | An individual with a valid and verified Fish and Wildlife ID, that has been identified in a transfer application, to be the agent once the transfer is complete. |



Before you start

Make sure you have:

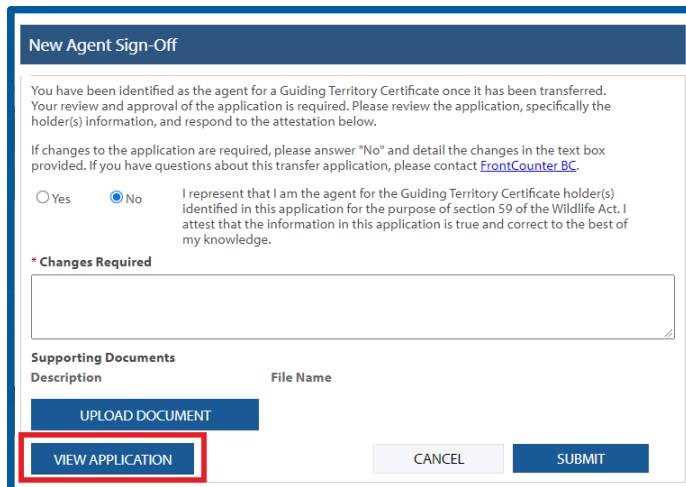
- An active Fish and Wildlife ID with verified user status.
- Information about each individual or corporation applying to be a holder in the certificate.
- Information about the guiding territory, including the primary region.

Log in to your Fish and Wildlife profile from the B.C. Hunting homepage at www.gov.bc.ca/hunting.

- Next, Click **Applications** under the **Application Options** on the left-hand side of your profile.
- If you have a guiding territory certificate transfer application awaiting your sign-off, you will see the application under the **Current Applications** heading in a status of *New Agent Sign-Off*.
- Click the **Application ID #** link. A pop-up box will appear.

New Agent Sign-Off

- Click the **View Application** box to review the details of the transfer.
- Click yes or no on the attestation and click **Submit**.
- If selecting no, detail the changes required in the text box.
- You may upload supporting documents if applicable.



The screenshot shows the 'New Agent Sign-Off' form. It includes an attestation section with radio buttons for 'Yes' and 'No' (selected). Below this is a text box for 'Changes Required'. At the bottom, there is a table for 'Supporting Documents' and a 'VIEW APPLICATION' button highlighted with a red box.

Need help or have questions?

Visit www.gov.bc.ca/hunting

OR

Contact the FrontCounter BC Contact Centre
at 1-877-855-3222