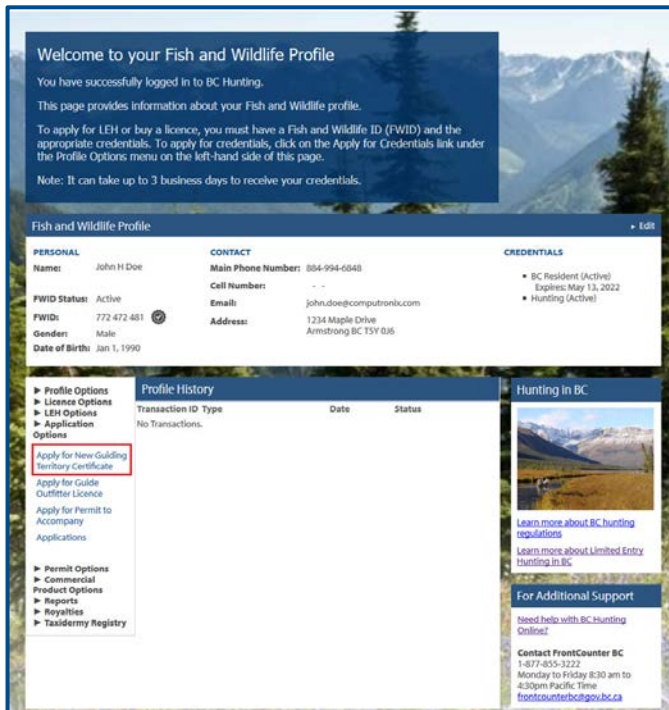


Guiding Territory Certificate Application

NeRequired when:	Applying for a new Guiding Territory Certificate
Who is eligible to submit?	An individual who is 19 years or older, with a verified Fish and Wildlife ID.



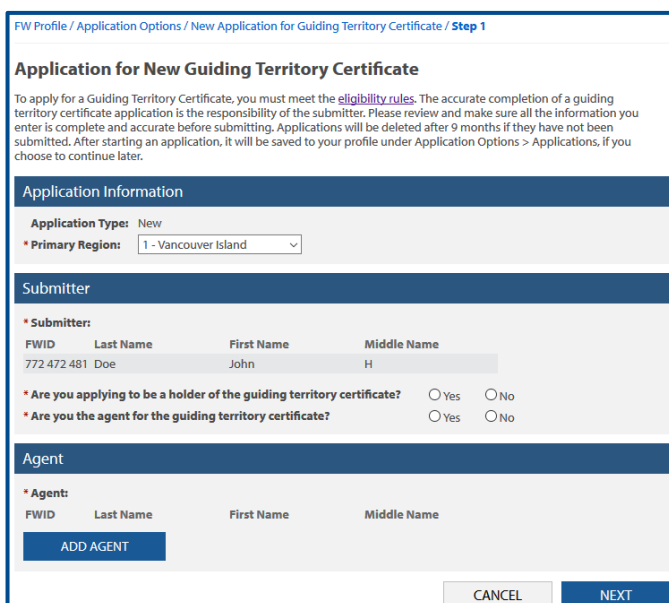
Before you start

Before you create a Guiding Territory Certificate Application, 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 on **Apply for Guiding Territory Certificate** under **Application Options** on the left-hand side of your profile home page.

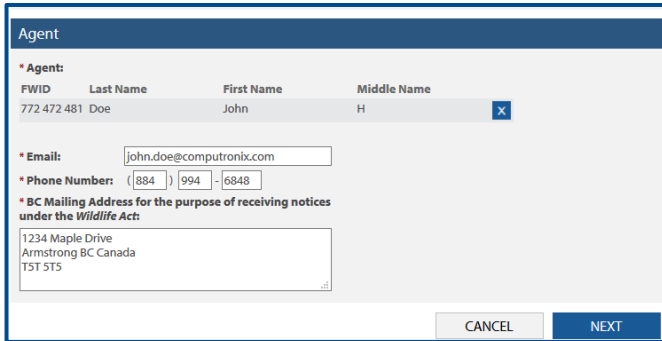


Application Information

- Select the primary region for the guiding territory.
- Indicate if you are applying to be a holder of the certificate.
- Indicate if you will be the agent for the certificate.
- Click **Add Agent** if the agent will be someone other than yourself, and enter the Fish and Wildlife ID, last name and first initial to search for the agent.

NOTE: an agent must be included with the application. This may be a legal agent, or a contact person depending on the structure of the holder(s).

Guiding Territory Certificate Application



Agent

* **Agent:**

FWID	Last Name	First Name	Middle Name
772.472.481	Doe	John	H

* **Email:** john.doe@computronix.com

* **Phone Number:** (884) 994-6848

* **BC Mailing Address for the purpose of receiving notices under the Wildlife Act:**

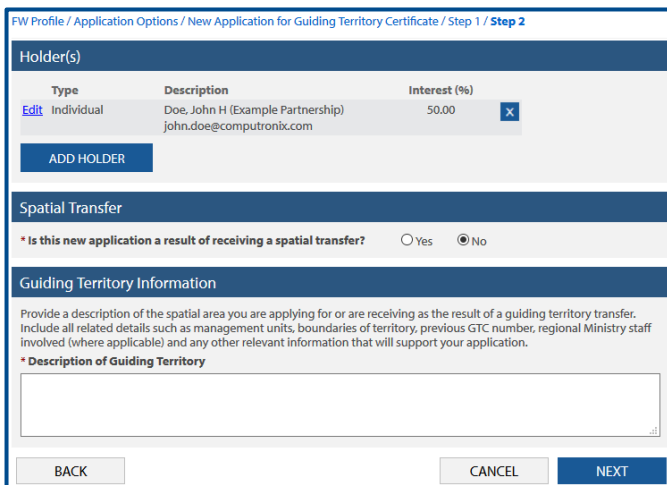
1234 Maple Drive
Armstrong BC Canada
T5T 5T5

CANCEL NEXT

Agent Information

- Update the email address, phone number and mailing address for the agent.
- Click the **Next** button.

***NOTE:** Updating the agent's contact information as part of the application will not change the contact information on the Fish and Wildlife profile of the agent.*



FW Profile / Application Options / New Application for Guiding Territory Certificate / Step 1 / Step 2

Holder(s)

Type	Description	Interest (%)
Individual	Doe, John H (Example Partnership) john.doe@computronix.com	50.00

ADD HOLDER

Spatial Transfer

* Is this new application a result of receiving a spatial transfer? Yes No

Guiding Territory Information

Provide a description of the spatial area you are applying for or are receiving as the result of a guiding territory transfer. Include all related details such as management units, boundaries of territory, previous GTC number, regional Ministry staff involved (where applicable) and any other relevant information that will support your application.

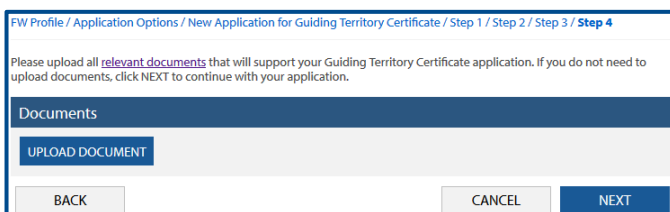
* **Description of Guiding Territory**

BACK CANCEL NEXT

Additional application details

- Add and/or edit holder(s) applying for interest in the guiding territory certificate.
- Click the **Add Holder** button to enter information for each holder.
- Click the **Edit** link on an existing row to modify the holder information.
- Specify if the application is a result of receiving a spatial transfer.
- Enter a detailed description of the guiding territory and information related to the application, including information about all related authorizations and licences.
- Click the **Next** button.

***NOTE:** If a holder of the certificate is a corporation, information about all voting shareholders of the corporation must be included.*



FW Profile / Application Options / New Application for Guiding Territory Certificate / Step 1 / Step 2 / Step 3 / Step 4

Please upload all [relevant documents](#) that will support your Guiding Territory Certificate application. If you do not need to upload documents, click NEXT to continue with your application.

Documents

UPLOAD DOCUMENT

BACK CANCEL NEXT

Documents

Documents supporting your application may be uploaded at this step.

- Click the **Upload Document** button.
- Browse for the document to be uploaded.
- Add a description for the document.
- Click the **Upload** button to add the document to your application.

Guiding Territory Certificate Application

FW Profile / Application Options / New Application for Guiding Territory Certificate / Step 1 / Step 2 / Step 3 / Step 4 / **Step 5**

Application Summary

Application Information

Application Type: New

Primary Region: 1 - Vancouver Island

Submitter:

FWID	Last Name	First Name	Middle Name
772 472 481	Doe	John	H

Are you applying to be a holder of the guiding territory certificate? Yes No

Are you the agent for the guiding territory certificate? Yes No

Agent:

FWID	Last Name	First Name	Middle Name
772 472 481	Doe	John	H

Email: john.doe@computronix.com

Phone Number: (884) 994-6848

BC Mailing Address for the purpose of receiving notices under the Wildlife Act:
1234 Maple Drive
Armstrong BC Canada
T5T 5T5

Holder(s) & Description of Guiding Territory

Type	Description	Interest (%)
Corporation	Example Corp. john.doe@computronix.com	50.00
Individual	Doe, John H (Example Partnership) john.doe@computronix.com	50.00

Is this new application a result of receiving a spatial transfer? Yes No

Description of Guiding Territory
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Documents

Description	File Name
Example Document	example.pdf

Attestation

I, the submitter of the guiding territory certificate application, declare that the information herein is true and correct to the best of my knowledge.

BACK CANCEL SAVE AND CONTINUE LATER SUBMIT

Application Summary

- Review all of your Guiding Territory Certificate application details.
- Click **Edit** to modify details on your application.
- If all of the information is correct, check the attestation checkbox.
- Click the **Submit** button.

NOTE: You may save your application and return to update it and then submit at a later date if needed.

- To review unsubmitted applications, from your Fish and Wildlife homepage select **Applications** under **Application Options**.
- Next, select the application ID link to open your saved application.

Need help or have questions?

Visit www.gov.bc.ca/hunting

OR

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