

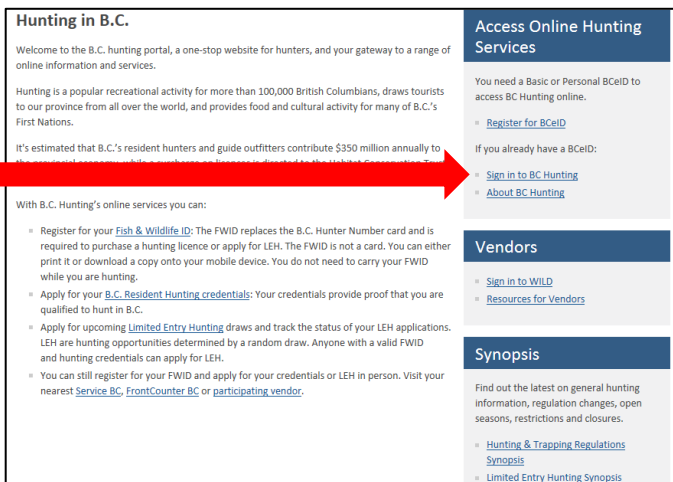
You can request an update of your FW Profile information through the BC Hunting online service. Acceptable supporting documentation must be uploaded to change your legal name and/or gender details.

The status of your request will be *In Review* until the documents have been reviewed and accepted. It may take up to 3 business days to review and confirm your documents. Once the documents are accepted, your FW Profile will be updated.

Update Fish and Wildlife Profile

Step 1 – Sign In

- Go to gov.bc.ca/hunting
- Click **Sign in to BC Hunting**



Hunting in B.C.

Welcome to the B.C. hunting portal, a one-stop website for hunters, and your gateway to a range of online information and services.

Hunting is a popular recreational activity for more than 100,000 British Columbians, draws tourists to our province from all over the world, and provides food and cultural activity for many of B.C.'s First Nations.

It's estimated that B.C.'s resident hunters and guide outfitters contribute \$350 million annually to the province's economy.

With B.C. Hunting's online services you can:

- Register for your [Fish & Wildlife ID](#). The FWID replaces the B.C. Hunter Number card and is required to purchase a hunting licence or apply for LEH. The FWID is not a card. You can either print it or download a copy onto your mobile device. You do not need to carry your FWID while you are hunting.
- Apply for your [B.C. Resident Hunting credentials](#): Your credentials provide proof that you are qualified to hunt in B.C.
- Apply for upcoming [Limited Entry Hunting](#) draws and track the status of your LEH applications. LEH are hunting opportunities determined by a random draw. Anyone with a valid FWID and hunting credentials can apply for LEH.
- You can still register for your FWID and apply for your credentials or LEH in person. Visit your nearest [Service BC](#), [FrontCounter BC](#) or [participating vendor](#).

Access Online Hunting Services

You need a Basic or Personal BCeID to access BC Hunting online.

- Register for BCeID

If you already have a BCeID:

- [Sign in to BC Hunting](#)
- [About BC Hunting](#)

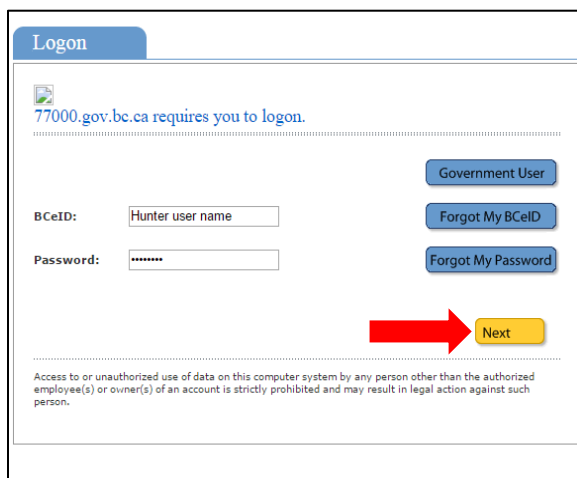
Vendors

- [Sign in to WILD](#)
- [Resources for Vendors](#)

Synopsis

Find out the latest on general hunting information, regulation changes, open seasons, restrictions and closures.

- [Hunting & Trapping Regulations Synopsis](#)
- [Limited Entry Hunting Synopsis](#)



Logon

77000.gov.bc.ca requires you to logon.

Government User

Forgot My BCeID

Forgot My Password

BCeID:

Password:

Next

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

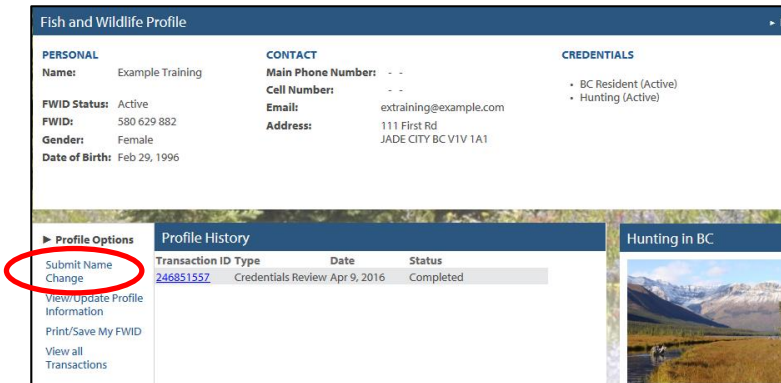
Step 2 – Logon to BCeID

- Enter your BCeID and password
- Click **Next**

Update Fish and Wildlife Profile – Personal and Address & Mailing Information

Step 3 – Submit Name Change Request

- Click **Submit Name Change** from your Fish and Wildlife Profile homepage.



Fish and Wildlife Profile

PERSONAL
Name: Example Training
FWID Status: Active
FWID: 580 629 882
Gender: Female
Date of Birth: Feb 29, 1996

CONTACT
Main Phone Number: - -
Cell Number: - -
Email: extraining@example.com
Address: 111 First Rd
JADE CITY BC V1V 1A1

CREDENTIALS
• BC Resident (Active)
• Hunting (Active)

Profile Options

- Submit Name Change**
- View Update Profile Information
- Print/Save My FWID
- View all Transactions

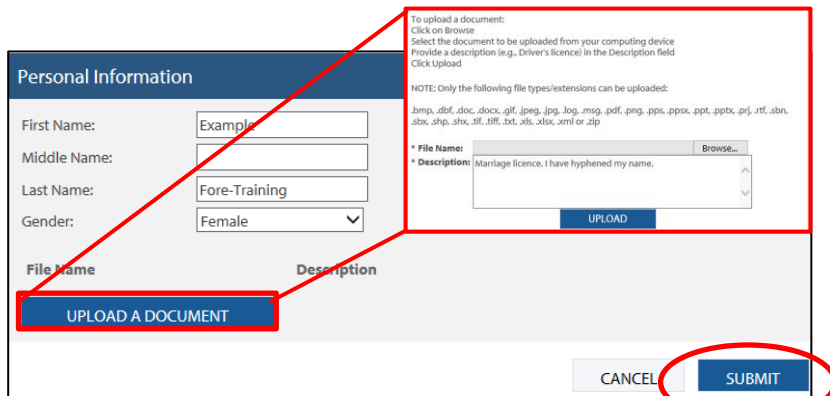
Profile History

Transaction ID	Type	Date	Status
246851557	Credentials Review	Apr 9, 2016	Completed

Hunting in BC

Step 4 – Personal Information

- Complete the appropriate fields to change legal name or gender details
- Click **Browse** to find and upload your document
- Enter a description of the document and Click **Upload**
- Click **SUBMIT**



Personal Information

First Name:

Middle Name:

Last Name:

Gender:

File Name **Description**

UPLOAD A DOCUMENT

UPLOAD

CANCEL **SUBMIT**

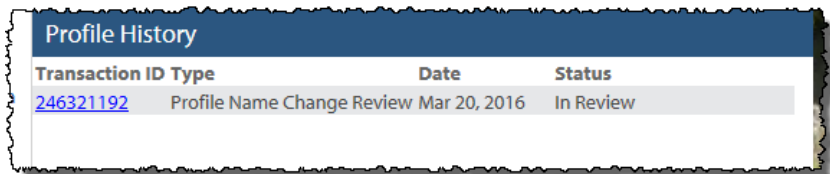
To upload a document:
Click on Browse
Select the document to be uploaded from your computing device
Provide a description (e.g., Driver's licence) in the Description field
Click Upload

NOTE: Only the following file types/extensions can be uploaded:
.bmp, .dbf, .doc, .docx, .gif, .jpeg, .jpg, .log, .msg, .pdf, .png, .pps, .ppsx, .ppt, .pptx, .prj, .rtf, .sbn, .shx, .shp, .shx, .tif, .tiff, .txt, .xls, .xlsx, .xml or .zip

* File Name: **Browse...**

* Description:

Note: The documentation must support using your new legal name, e.g., a marriage certificate.



Profile History

Transaction ID	Type	Date	Status
246321192	Profile Name Change Review	Mar 20, 2016	In Review

Note: Your FW Profile History will display your name change request status as "In Review." The documents you uploaded will be reviewed. It may take up to 3 business days to review and confirm your documents. Your Profile History will change when your documents have been reviewed and your request has been approved. You will receive an email notification that your profile has been updated.

Update Fish and Wildlife Profile – Personal and Address & Mailing Information

Fish and Wildlife ID

Status: Active
Fish and Wildlife ID: 580629882 PRINT OR SAVE FWID

Personal Information

First Name: Example Date of Birth: Feb 29, 1996
Last Name: Training Gender: Female
Middle Name(s):

Address & Mailing Information ▶ Edit

<p>* MAILING ADDRESS</p> <p>* Address Line 1: 111 First Rd</p> <p>Address Line 2:</p> <p>* City / Town: JADE CITY</p> <p>* State / Province: British Columbia</p> <p>* Country: Canada</p> <p>* Postal/Zip Code: V1V 1A1</p>	<p>* STREET ADDRESS</p> <p>* Address Line 1: 111 First Rd</p> <p>Address Line 2:</p> <p>* City / Town: JADE CITY</p> <p>* State / Province: British Columbia</p> <p>* Country: Canada</p> <p>* Postal/Zip Code: V1V 1A1</p>
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Contact Information ▶ Edit

Contact Preference: Email Main Phone Number: - -
* Email Address: extraining@example.com Cell Number: - -

PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected by the Fish and Wildlife Branch under the legal authority of section 26(c) and 27(1) of the Freedom of Information and Protection of Privacy Act (the Act). The collection, use, and disclosure of personal information are subject to the provisions of the Act. The personal information collected by the Fish and Wildlife Branch will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by the Fish and Wildlife Branch for survey purposes.

CANCEL
DONE

Step 5 – View/Update Profile Information

- This screen can be reached by clicking **View/Update Profile Information** on the FW Profile homepage.
- Click **Edit** to update your address and/or contact information.

Note: Clicking **Cancel** will return you to your FW Profile homepage.

Fish and Wildlife ID

Status: Active
Fish and Wildlife ID: 580629882 PRINT OR SAVE FWID

Personal Information

First Name: Example Date of Birth: Feb 29, 1996
Last Name: Training Gender: Female
Middle Name(s):

Address & Mailing Information

<p>* MAILING ADDRESS</p> <p>* Address Line 1: <input type="text" value="111 Absolute Ave."/></p> <p>Address Line 2: <input type="text"/></p> <p>* City / Town: <input type="text" value="JADE CITY"/></p> <p>* State / Province: <input type="text" value="British Columbia"/></p> <p>* Country: <input type="text" value="Canada"/></p> <p>* Postal/Zip Code: <input type="text" value="V1V 1A1"/></p>	<p>* STREET ADDRESS</p>
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Street Address same as Mailing Address
 I am a Canadian citizen or permanent resident of Canada whose only or primary residence is in British Columbia. I have been physically present in BC for the greater portion of 6 out of the 12 calendar months.

Contact Information

Contact Preference: Main Phone Number: - -
 * Email Address: Cell Number: - -
 * Confirm Email:

PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

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CANCEL
DONE

Step 6 – Update Address & Mailing Information

- Complete all mandatory fields (marked with *)
- Attest to being a BC Resident by clicking the box.
- Click **Done**.



Update Fish and Wildlife Profile – Personal and Address & Mailing Information

Page 4 of 4
(Last Updated April 18, 2016)

Questions?

If the instructions contained in this tutorial do not answer your questions, please visit www.gov.bc.ca/hunting or contact the FrontCounter BC Contact Centre at 1-877-855-3222.

Thank you