

Sell a Guide Outfitter or Permit to Accompany (PTA) Holder a Non-Resident or Non-Resident Alien Hunting Licence - Vendor



ATTENTION: BC HUNTING LICENCE VENDORS

Licensed Guide Outfitters and resident hunters with a valid Permit to Accompany (PTA) may purchase hunting licences on behalf of a non-resident or non-resident alien hunter. The guide outfitter licence or PTA must have been issued previously for the eLicensing system to allow the sale.

Note: [Glossary of related terms](#) are located at the bottom of the document.

Getting started

Ask the PTA holder or guide outfitter to provide their own:

- Photo ID
- Fish and Wildlife ID number

Search for the PTA holder or guide outfitter's profile

- Review the PTA holder or guide outfitter's contact information and click the **UPDATE** button to make changes.
- To begin a licence purchase, click on the **BUY HUNTING PRODUCTS** button.

Note: The system will not allow licence purchases if the PTA holder or guide outfitter does not have an active FWID and active credentials. Advise the PTA holder or guide outfitter to call the FrontCounter BC Contact Center at 1-877-855-3222 if updates to the FWID or credentials are required.

Steps:

- Buying on behalf of an Adult (non-resident/alien) go to [step 1](#)
- Buying on behalf of a Youth - Non-Resident go to [step 2](#)
- Buying on behalf of an Adult - Non-Resident Species Licences go to [step 3](#)
- Buying on behalf of a Youth - Non-Resident Species Licences go to [step 4](#)

Sell a Guide Outfitter or Permit to Accompany (PTA) Holder a Non-Resident or Non-Resident Alien Hunting Licence - Vendor

Account Details

Name:	Guide Outfitter	FWID Status:	Active
Date of Birth:	Sep 1, 1980	Hunting Credential Status:	Active
Gender:	Male	Mailing Address:	222 Main Street
Phone Number:	000-000-0000	Address:	Victoria BC V9A 0A8
Email:	Example@gmail.com		

Click the yellow buttons below to purchase Hunting Products. When you are finished, click the 'Continue' button.

LEH Applications & Shared / Group Hunts

Licences

Fee: \$0.00
 GST: \$0.00
 Total CAD: \$0.00
 Vendor Reference Number: 55555

[BUY LEH APPLICATION\(S\)](#)
[BUY HUNTING LICENCE\(S\)](#)
[CHANGE LOCATION](#)
[CANCEL](#)

Step 1 – Buying on behalf of an Adult (non-resident/alien)

- Click on the **BUY HUNTING LICENCES** button
- A pop-up box will appear
- Select the **Licence Year** (if applicable)
- Select **Purchase Type** (Buying on behalf of an adult)
- Fill in the **FWID, Last Name, and First Initial of the adult who the licences are being purchased for**
- Click **SEARCH**
- If adult profile is found, Last Name and First Initial will appear
- You can now select the **Licence Type** for the adult
- Information about the licence will appear in the pop-up box
- **Click the box** to confirm that you have been authorized to submit a hunting licence application on behalf of the adult.
- Select if the hunter hunts with a bow.
- Click the **Add to Shopping Cart**
- To Buy on Behalf of a Youth, go to [Step 2](#)
- If species licences are also being purchased, go to [Step 3](#)
- If no other licences are being purchased go to [Step 5](#)

* Licence Year:

* Purchase Type:

* Adult's FWID:

* Adult's Last Name:

* Adult's First Initial:

[SEARCH](#)

[Cancel](#)

* Licence Year:

* Purchase Type:

Hunter
J. Hunter

* Licence Type:

There is no paper version of this licence. Hunter must carry photo ID and be able to produce their FWID number while hunting. Hunters under 16 years of age are not required to carry photo ID.
 Non-residents must hold a non-resident hunting licence before buying a species licence or hunting in B.C.
 Non-residents who hold a restricted licence must be accompanied by the holder of a permit to accompany or by a licensed guide outfitter at all times when hunting in B.C.

I have been authorized by the applicant to submit a hunting licence application on his or her behalf.


Survey Question Answer
 *Do you (the hunter) hunt with a bow?

Licence Fee: \$75.00

[Cancel](#) [Add to Shopping Cart](#)

Note: Can't see a licence in the list? Only licences that hunters are eligible to buy will appear in the dropdown list. If the hunter has questions about licences available, advise them to call the FrontCounter BC Contact Center at 1-877-855-3222

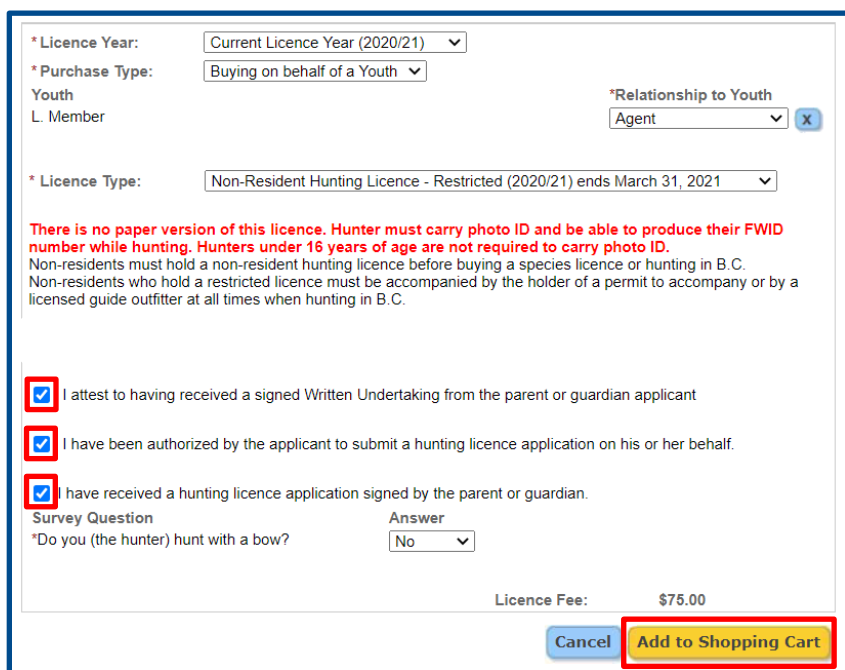
Sell a Guide Outfitter or Permit to Accompany (PTA) Holder a Non-Resident or Non-Resident Alien Hunting Licence - Vendor



Step 2 – Buying on Behalf of a Youth (Non-Resident /alien)

Note: see [Appendix A](#) for licences available to youth and purchase requirements.

- Select **Purchase Type** (Buying on Behalf of a Youth)
- Fill in the youth's **FWID, Last Name, and First Initial**
- Click **SEARCH**
- If youth profile is found, Last Name and First Initial of the youth will appear
- Select Agent for the Relationship to Youth
- You can now select the **Licence Type** for the youth
- Before buying a non-resident hunting licence on behalf of a youth, a parent or legal guardian must complete and **sign the written undertaking form**
- Ask the guide outfitter or parent/guardian to provide the written undertaking form that has been completed and signed by the parent/legal guardian
- **Click the box** to confirm you have received a signed written undertaking form
- **Retain the form** – it must be submitted to Service BC vendor managing office
- **Click the box** to confirm that you have been authorized to submit applications on behalf of the youth.
- **Click the box** to confirm that you have received a hunting licence application signed by the parent or guardian
- **Retain the application form** – it must be submitted to Service BC vendor manager
- Select if the youth hunts with a bow
- Click the **Add to Shopping Cart** button
- If buying a species licence on behalf of non-resident youth, go to [Step 4](#)



Note: Buying only non-resident species licences on behalf of a youth? You are not required to complete a written undertaking.

Note: species licences can not be purchased if the youth has a youth licence. The youth must have a non-resident or non-resident alien hunting licence to be eligible for species licences.

Note: Youth profile not found? Licences cannot be sold if the youth does not have a profile.

Sell a Guide Outfitter or Permit to Accompany (PTA) Holder a Non-Resident or Non-Resident Alien Hunting Licence - Vendor

* Licence Year:

* Purchase Type:

Hunter
J. Hunter

* Licence Type:

Hunters are now required to carry all of their cancelled or uncanceled species licences for the same licence year while hunting. These species licences must be produced upon request of an officer. They must also carry photo ID and be able to produce their FWID number.

The provincial bag limit for the selected species is 2. The hunter is eligible to purchase 1 more of the selected species.

* Species Licence #:

Species Licence Number
4853650184

I have been authorized by the applicant to submit a species licence application on his or her behalf.

Licence Fee: \$180.00

- If no other licences are being purchased go to [Step 5](#)

Step 3 – Non-Resident Species Licences (Buying on behalf of an Adult)

- Select the species licence from the dropdown list
- Retrieve a physical species licence
- Enter or scan the licence number in the Species Licence # field and click **SEARCH**
- If the licence is found, the number will populate under the search field
- Another licence of the same type, can be entered at this point, if the person is buying more than one (and the bag limit has not been reached).
- Click the **Add to Shopping Cart** button
- If no other licences are being purchased go to [Step 5](#)

Note: A PTA holder can only buy big game species licences for their non-resident friend/relative for species listed on the permit. For example: if the permit does not list moose, the system will not allow them to buy a moose for their friend/relative.

Note: A guide can buy any species licences for their non-resident clients.

Sell a Guide Outfitter or Permit to Accompany (PTA) Holder a Non-Resident or Non-Resident Alien Hunting Licence - Vendor

* Licence Year:

* Purchase Type:

Youth
L. Member

* Relationship to Youth

* Licence Type:

Hunters are now required to carry all of their cancelled or uncanceled species licences for the same licence year while hunting. These species licences must be produced upon request of an officer. They must also carry photo ID and be able to produce their FWID number.

The provincial bag limit for the selected species is 2. The hunter is eligible to purchase 1 more of the selected species.

* Species Licence #:

Species Licence Number
4853650309

I have been authorized by the applicant to submit a species licence application on his or her behalf.

Licence Fee: \$180.00

Step 4 – Non-Resident Species Licences (Buying on behalf of Youth)

- Select Relationship to the Youth from the dropdown list
- Select the species licence from the dropdown list
- Retrieve a physical species licence
- Enter or scan the licence number in the Species Licence # field and click **SEARCH**
- If the licence is found, the number will populate under the search field
- Another licence of the same type, can be entered at this point, if the person is buying more than one (and the bag limit has not been reached).
- Click the **Add to Shopping Cart** button
- If no other licences are being purchased go to [Step 5](#)

Note: A PTA holder can only buy big game species licences for their non-resident for species listed on the permit. For example: if the permit does not list moose, the system will not allow them to buy a moose for their non-resident.

Note: A guide outfitter can buy any species licences for their non-resident clients.

Sell a Guide Outfitter or Permit to Accompany (PTA) Holder a Non-Resident or Non-Resident Alien Hunting Licence - Vendor

Account Details

Name:	Guide Outfitter	FWID Status:	Active
Date of Birth:	Sep 1, 1980	Hunting Credential Status:	Active
Gender:	Male	Mailing Address:	222 Main Street
Phone Number:	000-000-0000	Address:	Victoria BC V9A 0A8
Email:	Example@gmail.com		

Click the yellow buttons below to purchase Hunting Products. When you are finished, click the 'Continue' button.

LEH Applications & Shared / Group Hunts BUY LEH APPLICATION(S)

Licences BUY HUNTING LICENCE(S)

Licence Number	Licence Type	Licence Year	Purchased By	Purchased For	Purchased Date	Fee
4853676387	Non-Resident Hunting Licence - Restricted	2020/21	G. Outfitter (104 501 979)	L. Member (915 005 183)	mmm dd, yyyy	\$75.00

Fee:	\$75.00
GST:	\$3.75
Total CAD:	\$78.75

Vendor Reference Number: 55555

CHANGE LOCATION

CANCEL CONTINUE

Step 5 – Licence Grid

- The licence(s) will appear under the licence grid in the Shopping Cart
- If you are a multi-location vendor, ensure the correct vendor number shows in the Vendor Reference Number before you proceed
- You can now buy additional hunting products or click **CONTINUE** to proceed to the final step

Address

Address Type	Address
Mailing	222 Main Street Victoria BC V9A 0A8
Street	222 Main Street Victoria BC V9A 0A8

Contact Information

Individual Email:	Example@gmail.com	Telephone #:	000-000-0000
Contact Preference:	Mail	Cell Phone #:	000-000-0000

UPDATE CONTACT INFORMATION

Confirm Licence Details

Licence Number	Licence Type	Licence Year	Purchased By	Purchased For	Purchase Date	Fee
4853676387	Non-Resident Hunting Licence - Restricted	2020/21	Outfitter, G.	Member, L.		\$75.00

Shopping Cart Total: \$78.75 **PLEASE COMPLETE TRANSACTION BY SELECTING THE BUTTON BELOW**

Hunter confirms all products within the shopping cart are correct. By clicking the 'COMPLETE TRANSACTION' button, you (as an authorized agent of the government completing this application for the purchaser), confirm the purchaser has agreed to the following:

I understand I must abide by the BC Provincial Health Officer's guidance related to COVID-19 while hunting.

CANCEL MAKE CHANGES TO SHOPPING CART COMPLETE TRANSACTION

Step 6 – Complete the transaction

Note: once you have completed the transaction changes cannot be made.

- Confirm the licence purchases with the hunter
- You can also make changes to the Shopping Cart, if requested
- Click the confirmation box
- Click **COMPLETE TRANSACTION**

Note: If you do not click COMPLETE TRANSACTION the transaction will not complete and licence(s) will not appear on hunter's profile.

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The transaction for the following Hunting Product(s) has been successfully processed.

Licence Details

Licence Number	Licence Type	Licence Year	Purchased By	Purchased For	Purchased Date
4853676387	Non-Resident Hunting Licence - Restricted	2020/21	Outfitter, G.	Member, L.	Sep 17, 2020

[PRINT RECEIPT](#) [RETURN TO HUNTER PROFILE](#)


Vendor (M201) provide a copy of this receipt to the customer.

Fee:	\$75.00
GST:	\$3.75
Total CAD:	\$78.75
Vendor Ref #:	55555

* Your fees include a \$22.00 conservation surcharge which goes to the Habitat Conservation Trust Foundation (HCTF). HCTF uses this money to fund wildlife and habitat conservation projects in BC. To find out more about the projects supported by your licence purchase OR to sign up for HCTF's quarterly e-newsletter visit www2.gov.bc.ca/gov/content/sports-culture/recreation/fishing-hunting/hunting/bc-resident-hunting/bc-resident-licences

Step 7 – Print receipt

- Provide the hunter with a printed receipt from the WILD system
- The receipt is proof that the hunter has purchased the licence



Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Ministry of Forests, Lands, Natural Resource Operations and Rural Development
Fish and Wildlife Branch

Customer Information

Name: Outfitter, Guide
FWID: 104 501 979
Shipping / Mailing Address: 222 Main Street, Victoria BC V9A 0A8

Payment Information

Receipt Date: Sep 17, 2020
Card Type:
Approval Code:
Response Message:
Receipt Number: R5756453
Transaction ID:
Order Number:

Transaction Type: Purchase
Response Code:
GST Registration #: R107864738
Total Fees: \$75.00
GST: \$3.75
Total CAD: \$78.75
Purchased From: Vendor: Ministry of Forests (Testing & Verification Account) [22222]

Licences

Licence Number	Licence Type	Purchased By	Purchased For	Licence Year	Licence Fee
4853676387	Non-Resident Hunting Licence - Restricted	Outfitter, G.	Member, L.	2020/21	\$75.00

Purchased your species licences online?

They will be mailed to the address indicated in your Customer Information and are subject to Canada Post standard delivery times.

Fees:	\$75.00
Shipping:	\$0.00
GST:	\$3.75
Subtotal:	\$78.75

Receipt Total

NOTE: Your fees include a \$22.00 conservation surcharge which goes to the Habitat Conservation Trust Foundation (HCTF). HCTF uses this money to fund wildlife and habitat conservation projects in BC. To find out more about the projects supported by your purchase or to sign up for the HCTF's quarterly e-newsletter visit www.gov.bc.ca/hunting

Fees:	\$75.00
Shipping:	\$0.00
GST:	\$3.75
Total:	\$78.75

IMPORTANT INFORMATION:

If the holder of a hunting licence has fines under the *Wildlife Act* or *Firearm Act*, and fails to pay those fines within the time required by law, any licence, permit or Limited Entry Hunting authorization that was issued to the holder will be cancelled (*Wildlife Act* s. 85).

In addition, the holder of the cancelled hunting licence will remain ineligible to obtain a hunting licence for the remainder of the licence year (*Wildlife Act*'s Hunting Licensing Regulation s.15), or until such time as the fine(s) is paid in full, whichever is later.

All persons hunting in BC are required to comply with hunting regulations under the *Wildlife Act* as outlined in the Hunting and Trapping Regulations Synopsis. For more information: www.gov.bc.ca/hunting.

Note: If a mistake was made in the purchase, the transaction must be VOID. The vendor may select and void the licence if it is still blue. If the blue VOID cannot be selected and you need to void a licence and no money was received for that licence you will need to submit a Vendor Licence and LEH Void Form.

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Appendix A: Buy on behalf of a non-resident youth

What licences can I buy for a non-resident youth (<i>under 18 years of age</i>)?	
Licence Type	Who Can Purchase
Non-resident Youth Licence	Parent or legal guardian only
Non-resident or non-resident alien hunting licence (restricted or unrestricted)	Parent or legal guardian Licenced Guide Outfitter
Species licence NOTE: species licences can not be purchased if the youth has a youth licence . The youth must have a non-resident or non-resident alien hunting licence to be eligible for species licences	Parent or legal guardian Licenced Guide Outfitter Permit to Accompany holder with species licence selected and youth named on their approved permit

Glossary of Terms

Big Game – as defined in the *Wildlife Act* (RSBC 1996 c.488), means

- (a) any member of the family Cervidae,
- (b) mountain sheep, mountain goat, bison or pronghorn antelope,
- (c) bear, cougar or wolf, or
- (d) a mammal prescribed as big game.

Fish and Wildlife ID (FWID) – a personalized identification number obtained when an individual register in the Wildlife Information and Licensing Data (WILD) system. The FWID is linked to an electronic profile that includes the users personal information, credentials, licences, permits, applications and limited entry hunting authorizations.

Guide Outfitter – means a person licensed as a guide outfitter under the *Wildlife Act* (RSBC 1996 c.488).

Non-resident: as defined in the *Wildlife Act* (RSBC 1996 c.488), means

- (a) A person who is not a resident but is a Canadian citizen or a permanent resident of Canada, or
- (b) A person who i. is not a resident, but whose only or primary residence is in Canada, and
ii. has resided in Canada for the 12 month period immediately before making an application under the *Wildlife Act* or doing another thing relevant to the operation of the *Wildlife Act*.

Non-Resident Alien – as defined in the *Wildlife Act* (RSBC 1996 c.488), means a person who is neither a B.C. resident nor a non-resident.

Permit to Accompany – permit issued under section 70(1)(a) of the *Wildlife Act* that authorizes a resident hunter to accompany up to two non-resident or non-resident alien hunters while hunting big game in B.C.

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Restricted Hunting Licence - is a licence issued to a non-resident/alien who has not successfully completed training, approved by the director, about conservation, outdoor recreation and safety. If they hold a restricted non-resident/alien licence, they must be accompanied by a guide outfitter, assistant guide outfitter or permit to accompany holder while hunting small game as well as big game.

Small Game - includes fox, raccoon, coyote, skunk, snowshoe hare and game birds.

Unrestricted Hunting Licence - is a licence issued to a non-resident/alien who has successfully completed training, approved by the director, about conservation, outdoor recreation and safety. Non-resident/alien hunters wishing to hunt small game may do so unaccompanied if they hold an unrestricted non-resident/alien licence.

Upland Game Birds: includes the gallinaceous birds, such as wild turkey, grouse, partridge, ptarmigan, pheasant, and quail. Non-residents/alien are required to obtain an upland game bird licence.

Youth – persons 10 years of age or older, and under 18.

Youth licence – a hunting licence issued to a parent or legal guardian on behalf of a child or ward in accordance with section 17.1 (2) of the Wildlife Act.

Need help or have questions?

Visit www.gov.bc.ca/hunting

OR

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