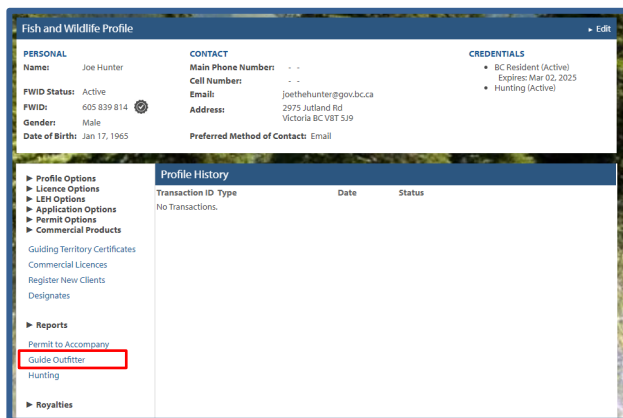


# Guide Outfitter Report

<b>Required when:</b>	A Guide Outfitter Report is required when there has been a hunt using the guide outfitter's licence.
<b>Who is eligible to submit?</b>	The guide outfitter licence holder or a designate.
<b>Royalties (these will make up the report fee)</b>	<ul style="list-style-type: none"> <li>• Mountain Sheep - \$250</li> <li>• Mountain Goat - \$150</li> <li>• Moose - \$125</li> <li>• Elk - \$125</li> <li>• Caribou - \$125</li> <li>• Cougar - \$125</li> <li>• Black Bear - \$75</li> <li>• Deer - \$50</li> <li>• Wolf - \$50</li> </ul>



## Before you start

Before you create a Guide Outfitter Report, make sure you have:

- An active Fish and Wildlife ID with verified user status.
- A valid Guide Outfitter Licence or be listed as a designate on a Guide Outfitter's profile.

Log in to your Fish and Wildlife profile from the B.C. Hunting homepage at [www.gov.bc.ca/hunting](http://www.gov.bc.ca/hunting).

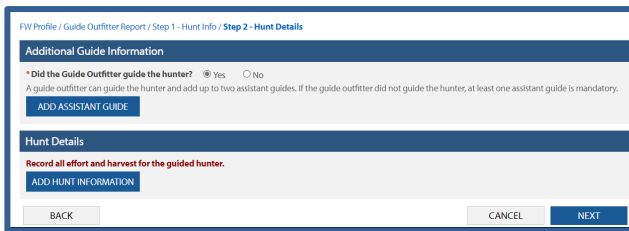
Next, click on **Guide Outfitter** under **Reports** on the left-hand side of your profile home page.

# Guide Outfitter Report



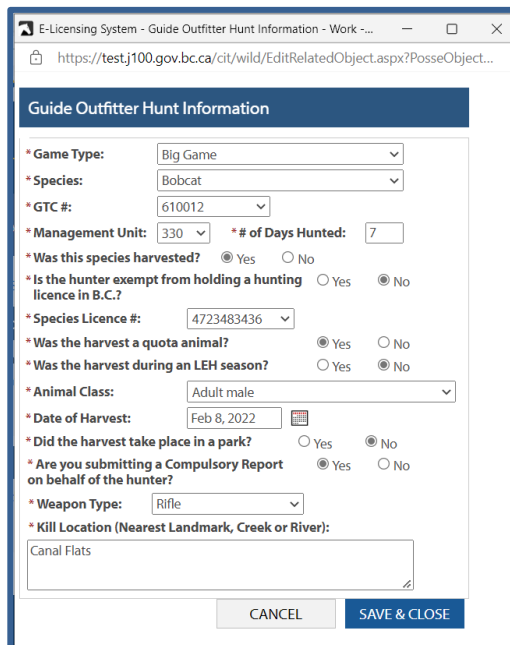
## Start a new report and add hunt information

- Select **CREATE NEW** to start a new Guide Outfitter Report.
- Select the licence year when the guided hunt occurred.
- If you are a guide outfitter, and listed as a designate to submit on behalf of a different guide outfitter, you will need to select who you are submitting for.
- Select a Guide Outfitter Licence #.
- Click **ADD HUNTER** and a pop-up box will appear to search for the guided hunter.
- Specify if the hunter attended the hunt.
- Enter the Hunt Dates, if applicable.
- Click **NEXT**.



## Additional guide information & hunt details

- Specify if the Guide Outfitter guided the hunter. If applicable, add an assistant guide by clicking **ADD ASSISTANT GUIDE** and providing the assistant's hunter guide ID.
- Record hunt information for each animal hunted by clicking **ADD HUNT INFORMATION**
- If a species requiring a Compulsory Report (CR) is harvested, you will have the *option* to submit the Compulsory Report on behalf of the hunter if one has not already been submitted. If you submit a CR on behalf of the guided hunter, they will see the report on their FWID profile.



### NOTES:

*If hunt information spans multiple calendar years, you must submit a separate report for each calendar year.*

*If a hunt spans two licence years, a separate report must be submitted for each licence year.*

*All hunt details for each species hunted in each wildlife management unit must be included, even if no harvest occurred.*

# Guide Outfitter Report

FW Profile / Guide Outfitter Report / Step 1 - Hunt Info / Step 2 - Hunt Details / Step 3 - Summary

### Summary of Hunt Information

**Guide Name:** Joe Hunter      **Hunter:** Ed Smith  
**Licence Year:** 2021/22  
**Guide Outfitter Licence #:** 100003640  
**Hunt Start Date:** Feb 1, 2022  
**Hunt End Date:** Feb 15, 2022

Species	GTC #	Animal Harvested	MU	Animal Class	Harvest Date	CR Submitted	Royalty
Black Bear	610012	No	330			No	\$0.00
Bobcat	610012	Yes	330	Adult male	Feb 8, 2022	Yes	\$0.00
Spruce Grouse	610012	Yes	330			No	\$0.00
<b>Total:</b>							\$0.00

### Attestation

For the purposes of electronically signing this form, I adopt the name written below as my electronic signature.  
 Joe Hunter

I, the licensed guide outfitter or the agent of the licensed guide outfitter, declare that the information is true and correct to the best of my knowledge, and I confirm that I intend to electronically sign the above guide outfitter report by clicking the Submit button below.

## Hunt Information Summary

- A summary of the information entered will be displayed.
- When all hunt information has been entered, review for errors, then check the attestation, add an electronic signature, and click **SUBMIT**

**NOTE:** Once a report has been submitted, it cannot be modified online. If modifications are required, you must contact FrontCounter BC.

FW Profile / Guide Outfitter Report / Step 1 - Hunt Info / Step 2 - Hunt Details / Step 3 - Summary / Confirmation

### Guide Outfitter Report Submitted

You have successfully submitted your Guide Outfitter Declaration Report.

To view your completed report, click on the **Report ID** link below.

If the **Report ID** link is not available, please hit the refresh button on your browser as it may take up to 10 seconds to produce the report.

### Invoice

To view your invoice for royalty payment(s) owing, click on the **Invoice** link below. **NOTE:** Royalties must be paid by March 31 of the calendar year following harvest. Failure to submit royalty payment(s) by this date is an offense and will result in the licence holder becoming ineligible to apply for or obtain a licence, permit or limited entry hunting authorization under the *Wildlife Act* until the royalty is paid.

Click **Pay Now** to pay your royalty owing now or click **Pay Later** to return to your Fish and Wildlife home page.

[Invoice: HTIS1147](#)

### Royalties Owing

Species	GTC #	Animal Harvested	MU	Animal Class	Harvest Date	Royalty
White-tailed Deer		Yes	621	Antlered male	Sep 11, 2018	\$50.00
<b>Total:</b>						\$50.00

[Report ID: 424596714](#)                 

## Report Submitted

- Once your report has been submitted, if you have royalties owing you can choose to pay for them right away or pay at a later date. You may also choose to enter another report.
- The invoice can be viewed by clicking on the **Invoice** link (if applicable).
- The report document can be downloaded by clicking on the **Report ID** link.

### NOTES:

*It may take 10 seconds for the Report ID link to show. You may need to refresh the page to see the link.*

*Royalties are due by March 31<sup>st</sup> of the calendar year following the year of harvest.*

*Royalties are not applicable for BC residents.*

## Need help or have questions?

Visit [www.gov.bc.ca/hunting](http://www.gov.bc.ca/hunting)

OR

To contact the FrontCounter BC Contact Centre by Chat, Email or phone click here:

[FrontCounter BC Contact Us Webpage](#)