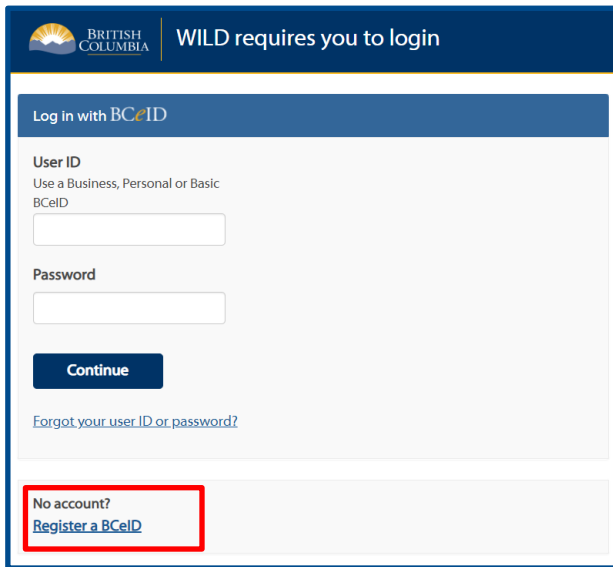


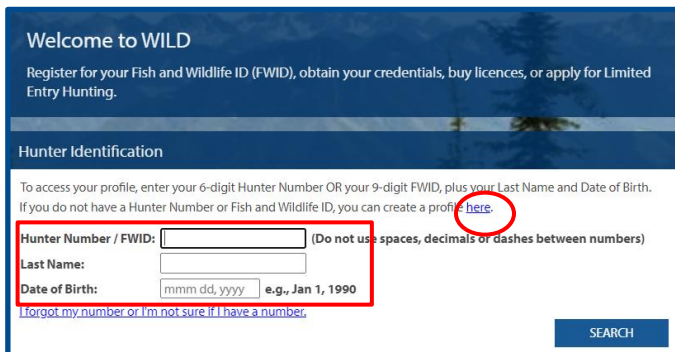
# Access WILD – Create your Profile and Apply for Credentials



## Before you start

- To access the Wildlife Information and Licensing Data system (WILD), go to [www.gov.bc.ca/hunting](http://www.gov.bc.ca/hunting) and select **Sign in to WILD**
- You will need a basic BCeID to sign in to WILD

**NOTE:** A BCeID is an account that provides secure electronic access to Online government services, including the WILD system. If you don't have a personal or basic BCeID, you can register for basic BCeID by selecting **Register for a BCeID** on the WILD log in screen (pictured on left)



## Step 1a - Check for an existing profile

If you have hunted in BC before, you may already have a Fish and Wildlife profile

- To search for your profile, enter the following:
  - Your Hunter Number or Fish and Wildlife ID (FWID)
  - Your last name
  - Your date of birth (mmm, dd, yyyy)
- Then click **SEARCH**

**If you have never hunted in BC before** and do not have a hunter number or Fish and Wildlife ID, click the “**here**” link to create a new profile.

**NOTE:** If no profile is found, but you have a hunter number or FWID, please call the FrontCounter BC Contact Centre at 1-877-855-3222 before you create a new profile.

# Access WILD – Create your Profile and Apply for Credentials



**Create a Fish and Wildlife Profile**  
Welcome to WILD. Please provide some personal and contact information for your Fish and Wildlife profile. You can update or view your profile at any time.

**Personal Information**

\* First Name:  \* Date of Birth:  e.g., Jan 1, 1991  
 \* Last Name:  \* Gender: (None)   
 Middle Name(s):  Hunter #/FWID:   
 Last Name and First Name must be your legal name(s).

**Address & Mailing Information**

\* MAILING ADDRESS      STREET ADDRESS  
 Address Lookup:       Address Lookup:   
 Manually edit the address      Manually edit the address  
 \* Address Line 1:       \* Address Line 1:   
 Address Line 2:       Address Line 2:   
 \* City / Town:       \* City / Town:   
 Province / State: British Columbia      Province / State: British Columbia  
 \* Country: Canada      \* Country: Canada  
 Postal / ZIP Code:       Postal / ZIP Code:   
 Street Address same as Mailing Address

**Contact Information**

\* Email:  Main Phone Number: --  
 \* Confirm Email:  Cell Number: --  
 \* Preferred Method of Contact:

**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.  
 If you have any questions about this collection you may contact the Data and Licensing Unit Head at Fish and Wildlife Branch: Phone Number: (778) 698-4854. Mailing Address: PO Box 9391 STN PROV GOVT, Victoria BC, V8W 9M8.

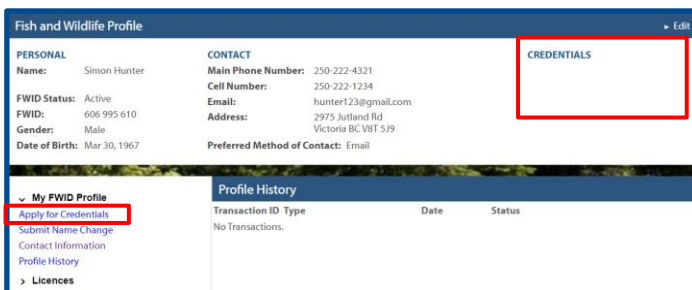
CANCEL      NEXT

## Step 1b - Create a new profile

If you do not have an existing FWID or Hunter Number, you must create a new Fish and Wildlife profile

- Fill out the mandatory information fields (marked with a red asterisk)
- Start typing your address in the **Address Lookup** field and all mandatory fields will be populated. You may also manually edit the address if needed.
- Both a mailing address and street address must be provided.
- Click **NEXT**

**NOTE:** The system will issue a warning message if a similar profile is found. Each individual may only have one FWID profile. Before proceeding, please call the FrontCounter BC Contact Centre for assistance at 1-877-855-3222.



**Fish and Wildlife Profile**      Edit

**PERSONAL**      **CONTACT**

Name: Simon Hunter      Main Phone Number: 250-222-4331  
 FWID Status: Active      Cell Number: 250-222-1234  
 FWID: 606 995 610      Email: hunter123@gmail.com  
 Gender: Male      Address: 2975 Jutland Rd  
 Date of Birth: Mar 30, 1967      Victoria BC V8T 5J9  
 Preferred Method of Contact: Email

**CREDENTIALS**

My FWID Profile      Profile History

Apply for Credentials      Transaction ID      Type      Date      Status  
 Submit Name Change      No Transactions.  
 Contact Information  
 Profile History  
 Licences

## Step 2 - Apply for Credentials

If you already had a hunter number or FWID, you may already have credentials. Review your existing credentials on the right side of your profile page. The following steps provide instructions on how to apply for credentials.

- You will need an image (photo/scan) of the required documents (for more information, refer to the [WILD credentials webpage](#))
- Once you have the required documents ready, from the profile homepage, click **Apply for Credentials**

# Access WILD – Create your Profile and Apply for Credentials

**Proof of Age**  
A person is required to be at least 10 years of age to register for a Fish and Wildlife ID. If your residency document proves age, you are not required to upload an additional document. If your Residency Type is Non-Resident Alien then you will be required to upload Proof of Age but you are not required to upload Proof of Residency.

**Residency Type**  
\* Select residency type: (None)

**Proof of Residency**  
Upload documentation for proof of residency. You can upload more than one document, if necessary.

File Name	Description
<a href="#">Upload Document</a>	

**Proof of Age Document(s)**  
Upload documentation for proof of age. You can upload more than one document, if necessary.

File Name	Description
<a href="#">Upload Document</a>	

[CANCEL](#) [NEXT](#)

## Step 3 - Select residency

Click the drop down bar for options and select your residency type:

- BC Resident
- Non-Resident
- Non-Resident Alien

**NOTE:** If you are unsure which residency type, review the definitions at the top of the screen.

**Proof of Age**  
A person is required to be at least 10 years of age to register for a Fish and Wildlife ID. If your residency document proves age, you are not required to upload an additional document. If your Residency Type is Non-Resident Alien then you will be required to upload Proof of Age but you are not required to upload Proof of Residency.

**Residency Type**  
\* Select residency type: (None)

**Proof of Residency Document(s)**  
Upload documentation for proof of residency. You can upload more than one document, if necessary.

File Name	Description
<a href="#">Upload Document</a>	

**Proof of Age Document(s)**  
Upload documentation for proof of age. You can upload more than one document, if necessary.

File Name	Description
<a href="#">Upload Document</a>	

[CANCEL](#) [NEXT](#)

## Step 4 - Upload documents

- Upload the appropriate proof of residency document
- Provide description of document uploaded
- Repeat the above steps for proof of age document (If your residency document verifies your age, proof of age document can be skipped)
- Click **NEXT**

Home / Proof of Residency & Age / **Proof of Licence Exemption**

**Proof of Licence Exemption Qualification**  
Click **NEXT** to skip this step if you do not qualify for a Licence Exemption WA S.11(9) credential.

**Proof of Licence Exemption under Wildlife Act S.11(9)**  
All individuals who are exempt from holding a licence under the *Wildlife Act* S.11(9) must upload proof of exemption documentation.

An individual who is exempt under the *Wildlife Act* S.11(9) is:

- An individual who is defined as an Indian under the *Indian Act* (Canada) and,
- An individual who resides in British Columbia.

Accepted documentation for proof of Indian Status:

- Indian Status Card (expired status cards are acceptable)
- A Temporary Confirmation of Registration Document (TCRD)
- A letter confirming status from the client's Band Office or First Nations Government

**Licence Exemption Credential Document(s)**  
Upload documentation for proof of Licence Exemption Credential. You can upload more than one document, if necessary.

File Name	Description
<a href="#">Upload Proof of Indian Status Document</a>	

[BACK](#) [CANCEL](#) [NEXT](#)

## Step 5 - (Optional) Proof of Licence Exemption Qualification

- If a Licence Exemption Credential is not required, click **NEXT** to skip to step 6
- If you qualify for a Licence Exemption, you may upload the appropriate document and description and click **NEXT**

# Access WILD – Create your Profile and Apply for Credentials

**Proof of Hunter Safety Training**  
If a Hunting credential is not required, click NEXT.

**Proof of Hunter Safety Training**  
A hunting credential is required to apply for:

- a resident hunting licence
- unrestricted non-resident and non-resident alien licences
- limited entry hunting
- a permit to accompany non-residents or non-resident aliens
- species licences

For more information on licence requirements, please check the Hunting and Trapping Regulations Synopsis and the Limited Entry Hunting Synopsis.

The following documents are acceptable proof of Hunter Safety Training:

- Conservation and Outdoor Recreation Education (CORE) certificate
- A confirmation letter from the BC Wildlife Federation or the Fish and Wildlife Branch
- A document issued by a Canadian territory or province other than British Columbia, indicating successful completion of a hunter safety training course
- A document issued by an International jurisdiction, indicating successful completion of a hunter safety training course may be accepted

NOTE: Alberta WIN cards are NOT acceptable proof of Hunter Safety Training.

Province or State that issued Hunter Safety Training Course:

**Hunting Credential Document(s)**

Upload documentation for proof of hunting credential. You can upload more than one document, if necessary.

File Name	* Description
<input type="text"/>	<input type="text"/>

## Step 6 - (Optional) Proof of Hunter Safety Training

- Depending on which hunting products you plan to buy, you may need a **Hunting Credential**. If a Hunting Credential is not needed, click **NEXT** and skip to step 7
- If you want to apply for a **Hunting Credential**, type in the province or state that issued your Hunter Safety Training Certificate
- Upload the appropriate document and description and click **NEXT**

**NOTE:** If you are a BC Resident registered under the Indian Act (Canada), you are exempt from needing to prove hunter safety training and can apply for a Licence Exemption (see Step 5).

**Review Your Document(s)**  
Please check to ensure you have included all supporting documents before you submit your application for credentials.

**Proof of Residency Document(s)**

Uploaded documentation for proof of residency. You can upload more than one document, if necessary.

File Name	* Description
Driver's Licence.jpg	driver's licence

**Proof of Age Document(s)**

Uploaded documentation for proof of age. You can upload more than one document, if necessary.

File Name	* Description

**Licence Exemption Credential Document(s)**

Uploaded documentation for proof of Licence Exemption Credential. You can upload more than one document, if necessary.

File Name	* Description

**Hunting Credential Document(s)**

Uploaded documentation for proof of hunting credential. You can upload more than one document, if necessary.

File Name	* Description
Outdoor Safety.pdf	CORE card

## Step 7 - Review and submit your application

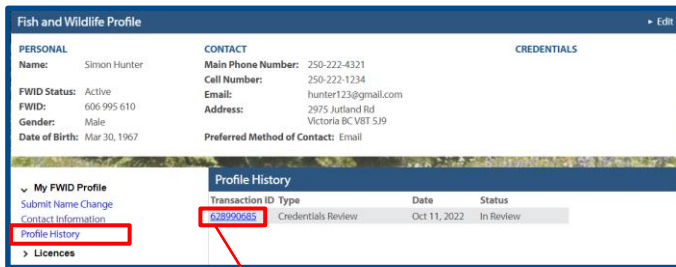
- Review your document(s)
- You can change any part of the application by clicking on the **Edit** link on the right of each section.
- If all information is complete and correct and all documents have been uploaded, click **SUBMIT**

**Application Submitted**

Thank you for submitting your credentials application. It may take up to 3 business days to review and confirm your documents. When the review is complete, you will receive an email advising you to check your FWID profile.

Once your application is submitted, you can click **Return to Profile**

# Access WILD – Create your Profile and Apply for Credentials

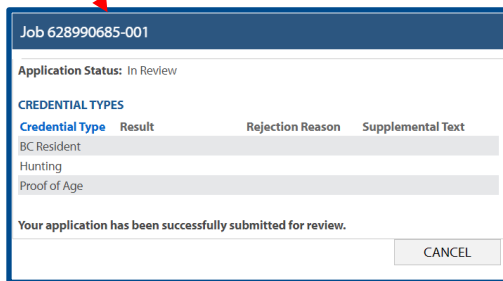


The screenshot shows the 'Fish and Wildlife Profile' page. It has a left-hand navigation menu with 'My FWID Profile' expanded, showing 'Profile History' highlighted with a red box. A red arrow points from this box to the 'Job 628990685-001' application details page below.

## Step 8 - View status of credential application

- Click on **Profile History** under the **My FWID Profile** left menu item
- Your credential application will show as “In Review”
- You can click on the **Transaction ID** to view the status and details of your application

***NOTE:** 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 credentials have been activated. You will receive an email notification that your profile has been updated.*



The screenshot shows the details for 'Job 628990685-001'. The 'Application Status' is 'In Review'. Under 'CREDENTIAL TYPES', there is a table with columns 'Credential Type', 'Result', 'Rejection Reason', and 'Supplemental Text'. The rows are 'BC Resident', 'Hunting', and 'Proof of Age'. A message at the bottom states: 'Your application has been successfully submitted for review.' with a 'CANCEL' button.

## 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](#)