

# Taxidermy Registry



<b>What do I need to submit a Grizzly Bear Registry Report?</b>	You will need a Fish and Wildlife Profile and an active Taxidermist/Tanner Credential.  You must be 19 years of age or older.
<b>What Information do I need to provide?</b>	You will need the date you received the Grizzly Bear Part(s), your customer's name and address, quantity and description of the part(s) and harvest or possession details.

The screenshot shows the BC Hunting login interface. At the top, it says "BC Hunting requires you to login". Below that is a "Log in with BCeID" section. There are input fields for "User ID" (with a note "Use a Personal or Basic BCeID") and "Password". A "Continue" button is below the fields. A link "Forgot your user ID or password?" is also present. At the bottom left, a red box highlights the text "No account? Register for a BCeID".

## Before you start you will need

- A BCeID to sign on to the BC Hunting online service
- Fish and Wildlife profile
- Fish and Wildlife ID (FWID)
- A Taxidermist/Tanner credential
- Access to a scanner or smart phone to make a copy of the harvest and possession documents you are submitting

**NOTE:** A BCeID is an account that provides secure electronic access to online government services, including the BC Hunting online system. If you don't have a BCeID, you will be prompted to register for one when you sign on at [www.gov.bc.ca/hunting](http://www.gov.bc.ca/hunting).

The screenshot shows the "Welcome to BC Hunting" page. It prompts users to register for a Fish and Wildlife ID (FWID) or obtain hunting credentials. The "Hunter Identification" section asks for a 6-digit Hunter Number or 9-digit FWID, plus the user's last name and date of birth. A red box highlights the input fields for "Hunter Number / FWID", "Last Name", and "Date of Birth". A "SEARCH" button is at the bottom right. A link "I forgot my number or I'm not sure if I have a number." is at the bottom left.

## Step 1 – Check for an existing profile

If you are a B.C. resident, non-resident or non-resident alien hunter or if you have purchased hunting licences for yourself or on behalf of an adult or youth, you may have an existing profile.

- To search for your profile, enter the following:
  - Your Hunter Number or FWID
  - Your last name
  - Your date of birth (mmm dd, yyyy)
- Then click on **SEARCH**
- Review/update your profile information and click **NEXT** to continue at Step 2

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

## Step 1a – Create a new profile


If you do not have an existing Fish and Wildlife profile, you must create a new profile:

- Fill out the mandatory information fields (marked with a red asterisk)

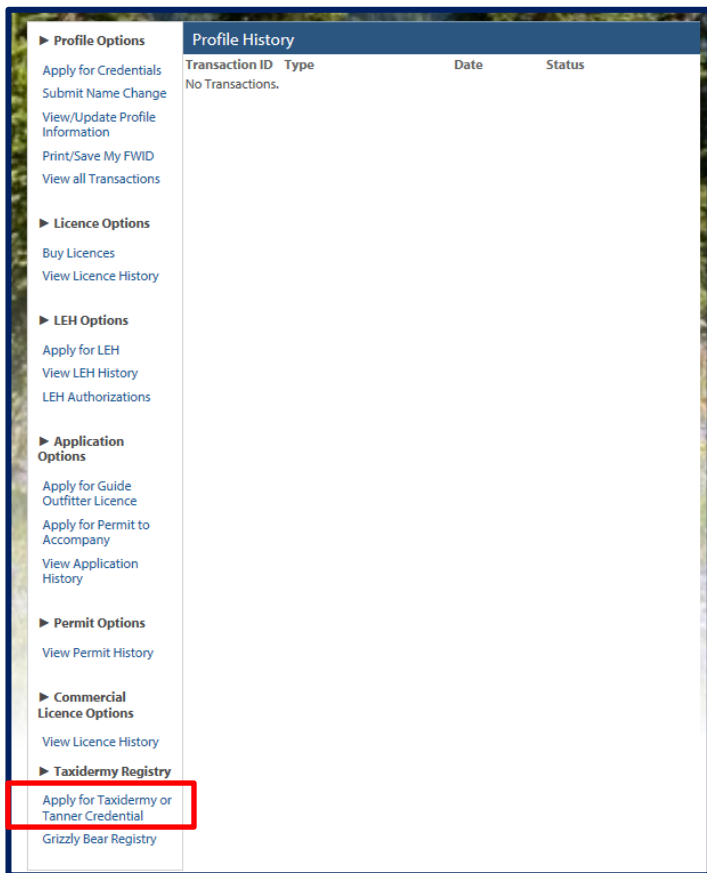
Click **NEXT**

### Create a Fish and Wildlife Profile

Welcome to BC Hunting. Please provide some personal and contact information for your Fish and Wildlife profile. You can update your profile or track your LEH applications online at any time.

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Personal Information</b> <p>* First Name: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>Middle Name(s): <input type="text"/></p> <p><small>Last Name and First Name must be your legal name(s)</small></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>* Date of Birth: <input type="text"/> (mmm dd, yyyy) (e.g., Jan 1, 1991)</p> <p>* Gender: <input type="text"/> (None)</p> <p>Hunter #/FWID: <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Address &amp; Mailing Information</b> <p><input checked="" type="radio"/> British Columbia    <input type="radio"/> Canada Outside of BC    <input type="radio"/> Other / International</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>* MAILING ADDRESS</b></p> <p>* Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>* City / Towns: <input type="text"/> (None)</p> <p>* Provinces: <input type="text"/> British Columbia</p> <p>* Country: <input type="text"/> Canada</p> <p>* Postal Code: <input type="text"/></p> <p><input type="checkbox"/> Street Address same as Mailing Address</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>* STREET ADDRESS</b></p> <p>* Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>* City / Towns: <input type="text"/> (None)</p> <p>* Provinces: <input type="text"/> British Columbia</p> <p>* Country: <input type="text"/> Canada</p> <p>* Postal Code: <input type="text"/></p> </td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <b>Contact Information</b> <p>* Email: <input type="text"/></p> <p>* Confirm Email: <input type="text"/></p> <p>* Contact Method: <input type="text"/> (Mail)</p> </div> <p><small><b>PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION</b></small></p> <p><small>Personal information is collected by the Fish and Wildlife Branch under the legal authority of section 26(d) and 27(1) of the Freedom of Information and Protection of Privacy Act (the Act).</small></p> <p><small>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.</small></p> <p><small>If you have any questions about this collection you may contact the Business Information Manager at Fish and Wildlife Branch Phone Number: 250-387-9770 Mailing Address: PO BOX 9374, Victoria, V8W 9M4</small></p>	<p><b>* MAILING ADDRESS</b></p> <p>* Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>* City / Towns: <input type="text"/> (None)</p> <p>* Provinces: <input type="text"/> British Columbia</p> <p>* Country: <input type="text"/> Canada</p> <p>* Postal Code: <input type="text"/></p> <p><input type="checkbox"/> Street Address same as Mailing Address</p>	<p><b>* STREET ADDRESS</b></p> <p>* Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>* City / Towns: <input type="text"/> (None)</p> <p>* Provinces: <input type="text"/> British Columbia</p> <p>* Country: <input type="text"/> Canada</p> <p>* Postal Code: <input type="text"/></p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Hunting in BC</b>  <p><a href="#">Learn more about BC hunting regulations</a></p> <p><a href="#">Learn more about Limited Entry Hunting in BC</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <b>For Additional Support</b> <p><a href="#">Need help with BC Hunting Online?</a></p> <p>Contact FrontCounter BC 1-877-855-3222 Monday to Friday 8:30 am to 4:30 pm Pacific Time <a href="mailto:frontcounterbc@gov.bc.ca">frontcounterbc@gov.bc.ca</a></p> </div>
<p><b>* MAILING ADDRESS</b></p> <p>* Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>* City / Towns: <input type="text"/> (None)</p> <p>* Provinces: <input type="text"/> British Columbia</p> <p>* Country: <input type="text"/> Canada</p> <p>* Postal Code: <input type="text"/></p> <p><input type="checkbox"/> Street Address same as Mailing Address</p>	<p><b>* STREET ADDRESS</b></p> <p>* Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>* City / Towns: <input type="text"/> (None)</p> <p>* Provinces: <input type="text"/> British Columbia</p> <p>* Country: <input type="text"/> Canada</p> <p>* Postal Code: <input type="text"/></p>		

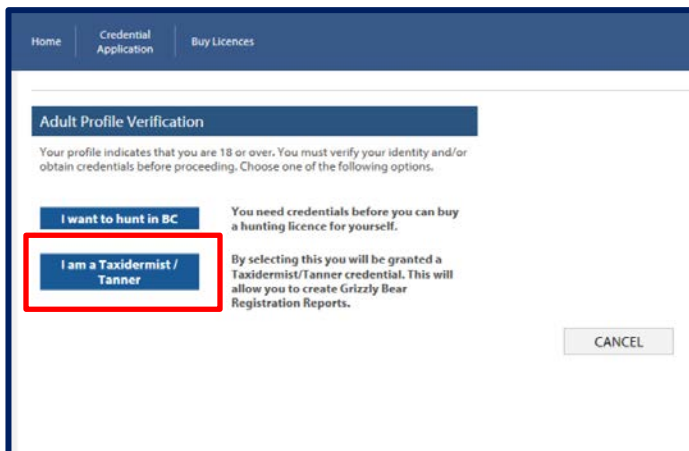
# Taxidermy Registry



## Step 2 – Apply for a Taxidermist/Tanner Credential

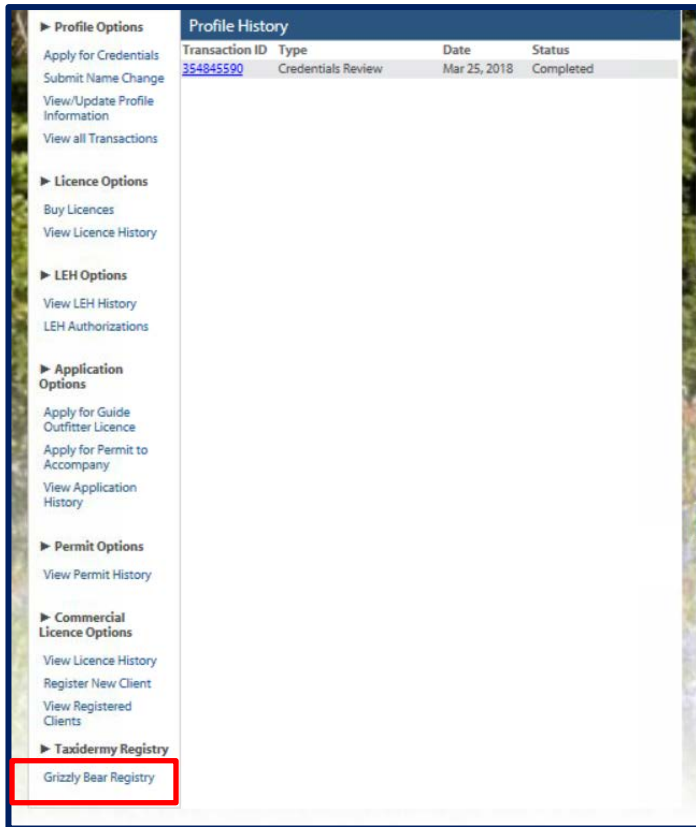
To apply for a Taxidermist/Tanner credential:

Click on **Apply for Taxidermy or Tanner Credential** under the **Taxidermy Registry** menu



## Step 3 – Choose an option

- Click on the **I am a Taxidermist/Tanner button**
- You will navigate back to your Fish and Wildlife Profile home page



Profile History

Transaction ID	Type	Date	Status
354845590	Credentials Review	Mar 25, 2018	Completed

- Profile Options
  - Apply for Credentials
  - Submit Name Change
  - View/Update Profile Information
  - View all Transactions
- Licence Options
  - Buy Licences
  - View Licence History
- LEH Options
  - View LEH History
  - LEH Authorizations
- Application Options
  - Apply for Guide Outfitter Licence
  - Apply for Permit to Accompany
  - View Application History
- Permit Options
  - View Permit History
- Commercial Licence Options
  - View Licence History
  - Register New Client
  - View Registered Clients
- Taxidermy Registry**
  - Grizzly Bear Registry**

## Step 4 – Create a Grizzly Bear Registry Report

- Click on the **Grizzly Bear Registry** link under Taxidermy Registry option



[Hunter Homepage](#) / [Taxidermy Registry](#) / [Grizzly Bear Registry Reports](#)

### Grizzly Bear Registry Reports

Each article of Grizzly Bear part(s) in your possession must be entered in the Grizzly Bear Registry. You will need to provide the date you received the part(s), the name and address of the legal owner, a description of the part(s) and provide evidence of lawful ownership or possession.

Below is a table that displays the Grizzly Bear Registry Reports that are In progress or have been completed.

Click the button "CREATE NEW GRIZZLY BEAR REGISTRY REPORT" to start a new report.

Report ID	Date of Receipt	Customer Name	Customer Address	Status
<b>CREATE NEW GRIZZLY BEAR REGISTRY REPORT</b>				

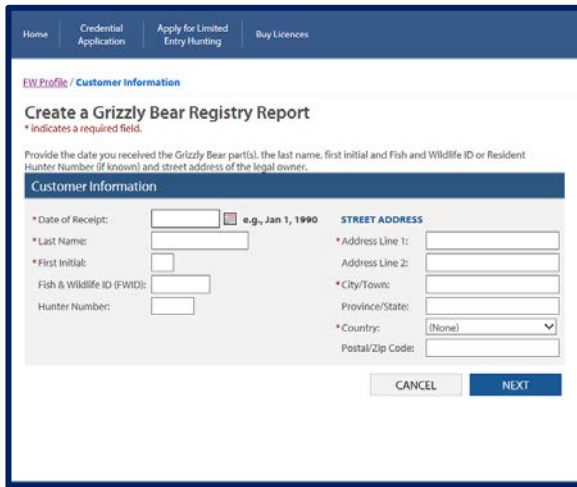
**DONE**

## Step 5 – Create a New Grizzly Bear Registry Report

- To start a new report, click on the **CREATE NEW GRIZZLY BEAR REGISTRY REPORT** button

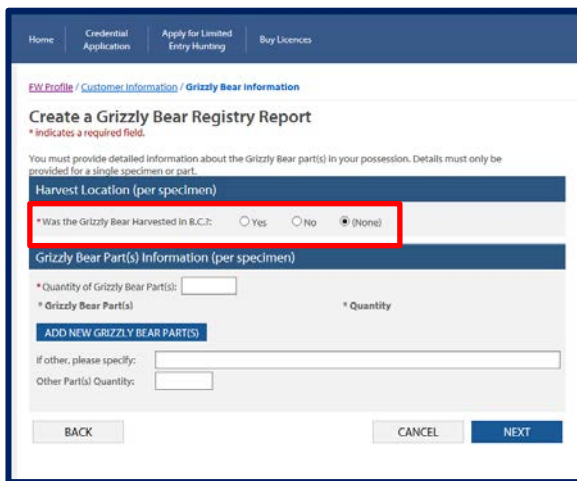
**NOTE:** Each Grizzly Bear Registry report is *per specimen*

# Taxidermy Registry



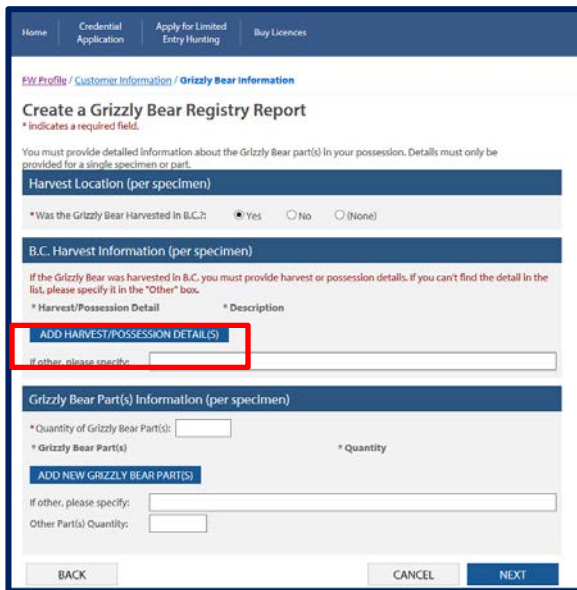
## Step 6 – Provide your Customer’s Information

- Date of Receipt – this date cannot be in the future
- All mandatory fields must be completed, additional information is optional
- Click **NEXT** to proceed
  - After clicking on **NEXT**, your report will be saved on your profile
- **CANCEL** button – this will cancel the report, it will not be saved



## Step 7 – Provide Harvest Location (per specimen) details – Harvest and Possession Details

- You must provide information on where the Grizzly Bear was harvested, if in B.C., Canada or outside of Canada.
- If you click **Yes** you must provide **Harvest/Possession Details**
- If you click on **No** you must provide Out-of-Province Harvest Information and/or CITES Permit information



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My Profile / Customer Information / Grizzly Bear Information

### Create a Grizzly Bear Registry Report

\* Indicates a required field.

You must provide detailed information about the Grizzly Bear part(s) in your possession. Details must only be provided for a single specimen or part.

**Harvest Location (per specimen)**

\* Was the Grizzly Bear Harvested in B.C.:  Yes  No  (None)

**B.C. Harvest Information (per specimen)**

If the Grizzly Bear was harvested in B.C. you must provide harvest or possession details. If you can't find the detail in the list, please specify it in the "Other" box.

* Harvest/Possession Detail	* Description
<b>ADD HARVEST/POSSESSION DETAIL(S)</b>	
If other, please specify:	

**Grizzly Bear Part(s) Information (per specimen)**

\* Quantity of Grizzly Bear Part(s):

\* Grizzly Bear Part(s)

\* Quantity

**ADD NEW GRIZZLY BEAR PART(S)**

If other, please specify:

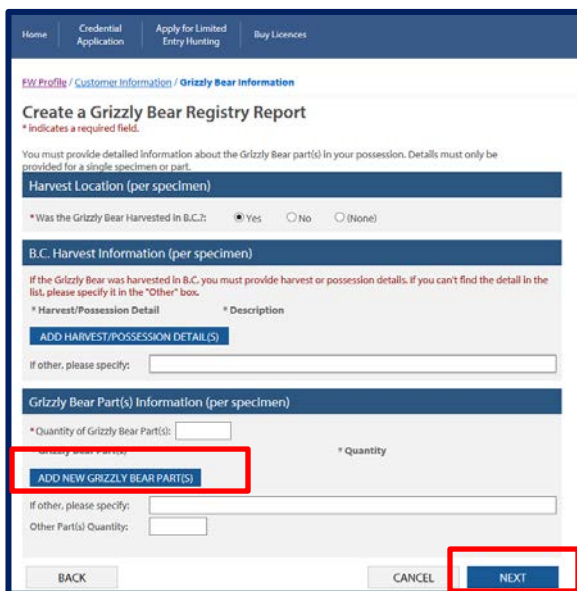
Other Part(s) Quantity:

BACK CANCEL NEXT

## Step 8 – B.C Harvest Information – per specimen

- If the Grizzly Bear was harvested in B.C., and you selected the **YES** radio button, you must provide harvest or possession details
- Click **Add Harvest/Possession Detail(s) button**
- Choose the applicable detail option from the dropdown list
  - If the option is not listed, supply the required information in the **If other, please specify** editable field
- Provide a Description or Number, as applicable
- If necessary, click **Add Harvest/Possession Details** for each detail related to the Grizzly Bear Part(s)
 

*NOTE: there may be detail options that are dependent on other types – please ensure you add the required information*
- Provide **Grizzly Bear Part(s) Information (per specimen)**:
  - Enter the total **Quantity of Grizzly Bear Part(s)** for the specimen you are providing a report for
  - Click on the **Add New Grizzly Bear Part(s) button**
  - Make a selection from the dropdown list under Grizzly Bear Part(s), enter a quantity
  - If you do not see the applicable description, indicate in box labeled, **If other, please specify**; enter a quantity in **Other Parts Quantity**
  - Click Add New Grizzly Bear Part(s) for each additional part of the specimen
  - Click **NEXT**



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My Profile / Customer Information / Grizzly Bear Information

### Create a Grizzly Bear Registry Report

\* Indicates a required field.

You must provide detailed information about the Grizzly Bear part(s) in your possession. Details must only be provided for a single specimen or part.

**Harvest Location (per specimen)**

\* Was the Grizzly Bear Harvested in B.C.:  Yes  No  (None)

**B.C. Harvest Information (per specimen)**

If the Grizzly Bear was harvested in B.C. you must provide harvest or possession details. If you can't find the detail in the list, please specify it in the "Other" box.

* Harvest/Possession Detail	* Description
<b>ADD HARVEST/POSSESSION DETAIL(S)</b>	
If other, please specify:	

**Grizzly Bear Part(s) Information (per specimen)**

\* Quantity of Grizzly Bear Part(s):

\* Grizzly Bear Part(s)

\* Quantity

**ADD NEW GRIZZLY BEAR PART(S)**

If other, please specify:

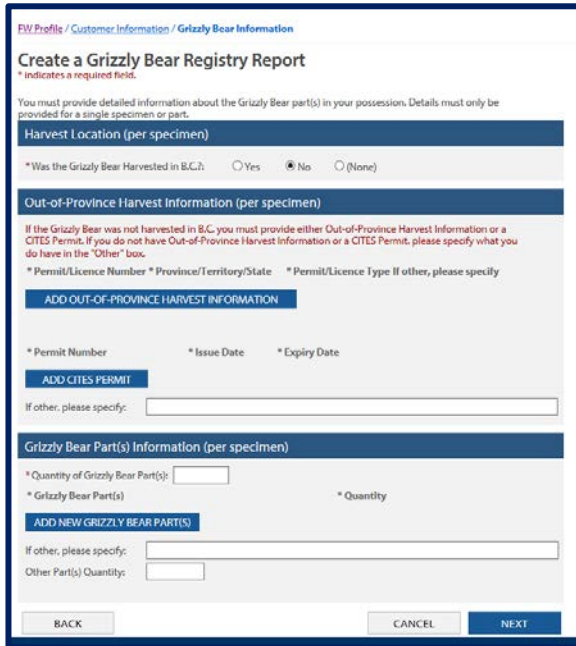
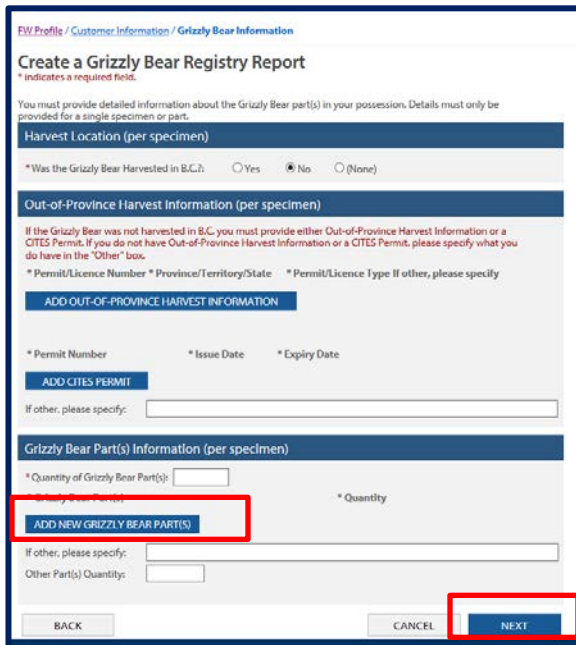
Other Part(s) Quantity:

BACK CANCEL NEXT

*NOTE: The Quantity of Grizzly Bear Parts must equal the sum of the individual Quantities.*



## Step 9 – Provide Out-of-Province Harvest Information – per specimen

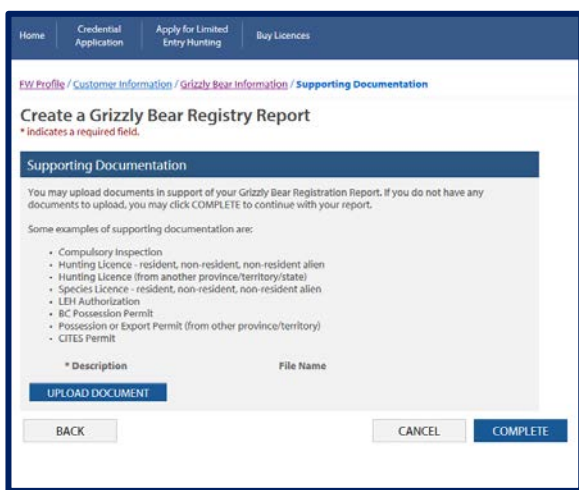
- If the Grizzly Bear was not harvested in B.C. and you selected the **No** radio button, you must provide Out-of-Province Harvest Information or CITES Permit information
- Click on the **Add Out-of-Province Harvest Information** button
- Choose the applicable detail option from the dropdown list
- Provide the following information:
  - Permit/Licence Number
  - Province/Territory/State – select from the options in the drop down list
  - Permit Licence Type – select from the drop down list
  - or, If other, please specify if option is not displayed
- If required, click **Add Out-of-Province Harvest Information** for each detail related to the Grizzly Bear Part(s)
- Click on the **CITES Permit** button if a CITES Permits was used
- Provide the following information for CITES Permit:
  - Permit Number
  - Issue Date – cannot be on or later than the Date of Receipt
  - Expiry Date
- Provide **Grizzly Bear Part(s) Information (per specimen)**:
  - Enter the total Quantity of Grizzly Bear Part(s) for the specimen you are providing a report for
  - Click on the **Add New Grizzly Bear Part(s)**
  - Make a selection from the dropdown list under Grizzly Bear Part(s), enter a quantity

- If you do not see the applicable description, indicate in box labeled, **If other, please specify;** enter a quantity in **Other Parts Quantity**
- Click Add New Grizzly Bear Part(s) for each additional part of the specimen
- Click **NEXT**

***NOTE:** The Quantity of Grizzly Bear Parts must equal the sum of the individual Quantities.*

## Step 10 – Supporting Documentation

- You may upload documents in support of your Grizzly Bear Registry Report
- To upload documents
- Save the document on your computer
- Click on the **Upload Document button**
- Click on the **Browse** button, find your document to upload
- Enter a **Description**
- Click on the **Upload** button
- If you do not have documents to upload, click on the **Complete button** to submit your report



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FW Profile / Customer Information / Grizzly Bear Information / Supporting Documentation

### Create a Grizzly Bear Registry Report

\* Indicates a required field.

#### Supporting Documentation

You may upload documents in support of your Grizzly Bear Registration Report. If you do not have any documents to upload, you may click COMPLETE to continue with your report.

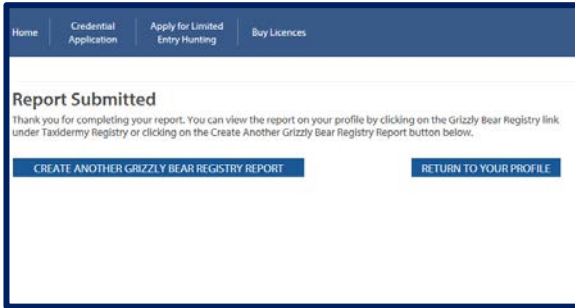
Some examples of supporting documentation are:

- Compulsory Inspection
- Hunting Licence - resident, non-resident, non-resident alien
- Hunting Licence (from another province/territory/state)
- Species Licence - resident, non-resident, non-resident alien
- LEH Authorization
- BC Possession Permit
- Possession or Export Permit (from other province/territory)
- CITES Permit

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



# Taxidermy Registry



## Step 11 – Report Submitted

- Your Grizzly Bear Registry Report has been submitted
- You can click **Create Another Grizzly Bear Registry Report** to create another report; or
- **Return to Your Profile** to go back to your Fish and Wildlife Profile home page



## Step 12 – Reviewing Reports Submitted

- To review reports that have been submitted
  - Click on the **Grizzly Bear Registry** link under the **Taxidermy Registry** option
  - Click on the **Report ID** number

## *Need help or have questions?*

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

**OR**

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