



## **ATTENTION: BC HUNTING LICENCE VENDORS**

### **BEFORE YOU ISSUE A LICENCE OR SUBMIT AN LEH APPLICATION FOR A HUNTER, YOU MUST:**

1. Ask the hunter (including youth hunters – parents’ ID will suffice if youth does not have one) for valid photo ID (BC driver’s licence; BC ID; BC Services Card, passport, Permanent Resident card, citizenship card, student IDs, etc.
2. Look up hunter in WILD, using Last Name, Date of Birth, Hunter Number/FWID.
3. Validate that the hunter’s profile matches to their photo ID and information provided.
4. Validate the hunter’s address, phone number, and email address, and update them, if required.
5. Validate that the hunter’s FWID account is Active, and that the hunter’s BC Resident and Hunting credentials are Active.

<b>IF:</b>	<b>THEN:</b>
Hunter cannot produce valid photo ID.	Do not proceed with the transaction. Advise the hunter that valid photo ID must be produced.
Hunter's photo ID shows an out-of-province address.	Do not proceed with the transaction. Advise the hunter to contact the FrontCounter BC Contact Centre at 1-877-855-3222.
Hunter’s Last Name or Date of Birth on their photo ID, or their Hunter Number/FWID does not match their profile.	Do not proceed with the transaction. Advise the hunter to contact the FrontCounter BC Contact Centre at 1-877-855-3222.
Hunter’s FWID account or credentials are not Active in WILD.	See over for more information.
Hunter’s First Name in WILD does not match the First Name on their photo ID.	Proceed with transaction. Advise hunter to call the FrontCounter BC Contact Centre (1-877-855-3222) to resolve the issue prior to returning for any further transactions.
Hunter’s Last Name is not an exact match to their photo ID (but is clearly the same name, i.e., MacKinnon/McKinnon, ORiley/O’Riley).	Proceed with transaction. Advise hunter to call the FrontCounter BC Contact Centre (1-877-855-3222) to resolve the issue prior to returning for any further transactions.

**SEE OVER FOR MORE INFORMATION**



## STATUS INDICATORS FOR FWID AND HUNTING CREDENTIALS

The following are specific actions for vendors to take, depending on the status of the FWID or credentials.

<b>FISH AND WILDLIFE ID</b>	
<b>IF STATUS IS</b>	<b>ACTION</b>
<b>Active</b>	None required. Proceed with transaction.
<b>Deceased</b>	Inform hunter that they will need to bring their valid photo ID to a Service BC or FrontCounter BC office to reinstate their FWID to Active.
<b>Expired</b>	Not in use. If this status is indicated, advise the hunter to call the FrontCounter BC Contact Centre at 1-877-855-3222. Contact Centre can email WILD support for assistance.
<b>Inactive</b>	Not in use. If this status is indicated, advise the hunter to call the FrontCounter BC Contact Centre at 1-877-855-3222. Contact Centre can email WILD support for assistance.
<b>Suspended</b>	Not in use for the FWID. If this status is indicated, advise the hunter to call the FrontCounter BC Contact Centre at 1-877-855-3222.
<b>BC RESIDENT CREDENTIAL</b>	
<b>IF STATUS IS</b>	<b>ACTION</b>
<b>Active</b>	None required. Proceed with transaction.
<b>Expired</b>	This will occur every three years. Hunter will need to re-establish their residency. Vendor should direct hunter to a ServiceBC or FrontCounter BC location, or advise them to go online, to re-prove their residency.
<b>Suspended</b>	If they had ceased to be a resident, they will need to re-establish their residency. Vendor should direct hunter to a Service BC or FrontCounter BC location, or advise them to go online, to re-prove residency.
<b>Cancelled</b>	Not in use. If this status is indicated, advise the hunter to call the FrontCounter BC Contact Centre at 1-877-855-3222. Contact Centre can email WILD support for assistance.
<b>HUNTING CREDENTIAL</b>	
<b>IF STATUS IS</b>	<b>ACTION</b>
<b>Active</b>	None required. Proceed with transaction.
<b>Expired</b>	Not in use. If this status is indicated, advise the hunter to call the FrontCounter BC Contact Centre at 1-877-855-3222. Contact Centre can email WILD support for assistance.
<b>Suspended</b>	This indicates a Licence Action has been taken against the hunter. Advise hunter to contact the FrontCounter BC Contact Centre at 1-877-855-3222. Contact Centre can email WILD support for assistance.
<b>Cancelled</b>	Not in use. If this status is indicated, advise the hunter to call the FrontCounter BC Contact Centre at 1-877-855-3222. Contact Centre can email WILD support for assistance.