



# VENDOR INSTRUCTIONS 2022/23 HUNTING LICENCES

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**This document serves as the Terms and Conditions of your responsibilities as a vendor of Nova Scotia hunting licences.** It applies to Department of Natural Resources & Renewables, Access Nova Scotia and retail vendors. All stamps/licences must be issued in accordance with these Vendor Instructions. All staff who issue hunting stamps should be provided a copy of this document.

The enclosed package contains your 2022/23 Hunting Inventory. This inventory is based on the number of stamps you were issued the previous season and is automatically sent to vendors who have active accounts in good standing. You are responsible for all inventory. Licence sales funds and all unsold licences are Crown Funds and must be accounted for by the vendor.

If you no longer wish to be a vendor of hunting/fishing licences, you must notify Service Nova Scotia & Internal Services, or you will receive inventory and will be accountable for the value of it. See “Cancel/Change Vendor Account” section of this document.

All vendors automatically receive the following inventory:

- Wildlife Habitat Stamps
- Licence Cards (licence carrier)
- Resident and Non-Resident Deer Hunting (General)
- Resident and Non-Resident Small Game Hunting stamps
- Summary of Regulations Booklets (late summer)

Want to receive Bear Hunting and/or Deer Hunting (Archery & Muzzleloader) stamps?

- Request via email: [dnrfa@novascotia.ca](mailto:dnrfa@novascotia.ca)

Need additional Account Sales Forms or Re-Order forms?

- Download online at: <http://novascotia.ca/sns/paal/dnr/paal602.asp>
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## **WHAT TO DO WHEN YOU RECEIVE THIS PACKAGE**

**Compare the Debit Note and Inventory you received by following the steps below:**

- Use Table 1 (below) to ensure you received all inventory.
  - Your vendor account is charged based on your Debit Note
  - You are responsible for value of all stamps/licences listed on your Debit Note
- Inventory doesn't match debit note? Email SNS: [dnrfa@novascotia](mailto:dnrfa@novascotia)
- Keep a duplicate copy of Debit Note for your records.
- Inventory matches debit note?
  - Sign the Debit Note(s) and;
  - Return a copy of signed Debit Note to SNS by:
    - Mail to address on invoice or;
    - Fax: 902-424-0602
- You will only be issued additional inventory if SNS has a copy of your signed debit note on file.

**Table 1: List of Inventory**

<b>EARLY SPRING Distribution</b> (For Natural Resources & Renewables Offices Only)	<b>SUMMER Distribution</b> (For All Vendors)
Debit Note (in duplicate) Remember to: -Confirm receipt of all inventory on debit note -Sign Debit Note -Keep copy of Debit Note for your records	Debit Note (in duplicate) Remember to: -Confirm receipt of all inventory on debit note -Sign Debit Note -Keep copy of Debit Note for your records
Licence Cards 1 & 2 (generally stapled together)	Resident Deer Hunting Stamps (General) Resident Senior Deer Hunting Stamps (General) Non-Resident Deer Hunting Stamps (General)
Wildlife Habitat Stamps	Resident Small Game Hunting Stamps Resident Senior Small Game Hunting Stamps Non-Resident Small Game Hunting Stamps
Nuisance Wildlife Operator booklet(s)	*Resident Deer Hunting Stamps (A&M) *Resident Senior Deer Hunting Stamps (A&M) *Non-Resident Deer Hunting Stamps (A&M)
Special Permit to Guide	*Resident Bear Hunting Stamps *Resident Senior Bear Hunting Stamps *Non-Resident Bear Hunting Stamps
Re-Order Form (also available online at: <a href="http://novascotia.ca/sns/paal/dnr/paal602.asp">http://novascotia.ca/sns/paal/dnr/paal602.asp</a> )	**Resident Bear Snaring Stamps **Resident Senior Bear Snaring Stamps
Account Sales Form (also available online at: <a href="http://novascotia.ca/sns/paal/dnr/paal602.asp">http://novascotia.ca/sns/paal/dnr/paal602.asp</a> )	**Furharvester Stamps
	“Hunting Licences For Sale” poster
	“Bag Limit” poster
	Re-Order Form (also available online at: <a href="http://novascotia.ca/sns/paal/dnr/paal602.asp">http://novascotia.ca/sns/paal/dnr/paal602.asp</a> )
	Account Sales Form (also available online at: <a href="http://novascotia.ca/sns/paal/dnr/paal602.asp">http://novascotia.ca/sns/paal/dnr/paal602.asp</a> )
	Hunting/Furharvesting Summary of Regulations -May arrive in separate shipment (late summer) You CAN issue stamps/licences if you don’t have this yet

\*Applies only to vendors approved to carry this

\*\*Applies to Natural Resources & Renewables offices only

## **REMINDERS FOR 2022/23**

1. Definitions are listed in Appendix B.
2. Wildlife Resources Card (WRC) Expiry Date
  - WRC's are still valid regardless of expiry date printed on front
3. All residents require a WRC (with correct certification/age) to purchase a Wildlife Habitat Stamp and any hunting/trapping stamps
  - WRC certification codes are printed on front of each client's WRC with a code description on the back. List of certification codes is available on Page 6.
4. Wildlife Habitat Stamps are:
  - To be affixed to front of Licence Card by the vendor and;
    - A client's legal base licence when attached to Licence Card
    - Required to purchase any hunting/trapping licence
    - Allowed to be sold to clients as soon as you receive them;
    - Remitted on their own Account Sales Form
    - Valid starting April 1<sup>st</sup> each year and;
5. Licence Cards:
  - Licence Card 2 is not valid unless it is accompanied by the base licence (Licence Card 1 with attached Wildlife Habitat Stamp)
  - Only one Licence Card can be issued per person
  - Do NOT provide a client with a blank Licence Card; vendors MUST attach stamps to the Licence Card.
6. Only ONE stamp (of same type) can be issued per client in any given year. This includes Wildlife Habitat Stamps.
7. Replacement stamps and disabled permits are only issued by Department of Natural Resources and Renewables.
8. No refunds allowed (unless specifically approved by Department of Natural Resources & Renewables)
9. Summary of Regulations booklets not arrived yet?
  - You can still issue stamps without the booklet
  - Refer client to website for online copy:<http://novascotia.ca/natr/hunt/regulations.asp>
10. Inventory Re-Orders:
  - Complete Re-Order Form (<http://novascotia.ca/sns/paal/dnr/paal602.asp>)
  - Also required for Licence Cards and Summary booklets
11. Account Sales Forms
  - Must be remitted (even if no sale) at least once per calendar month
  - Must be accompanied by payment (if sale occurred)
12. Final Sales- deadline to remit is December 31 each year.
  - You are responsible for the value of all inventory listed on your Debit Note.
13. No Sales? You must still remit Account Sales Form(s) and all unsold inventory by December 31. You are accountable for the value of all inventory listed on Debit Note.
14. Regulation changes- listed in Licence & Summary of Regulations booklet and online at: <http://novascotia.ca/natr/hunt/regulations.asp>

## RESIDENT Hunting Licences- Requirements to Issue

### STEP 1: Resident to provide valid Wildlife Resources Card

- A valid Wildlife Resources Card (WRC) is **required** by ALL residents to:
  - a) Purchase a Wildlife Habitat Stamp and;
  - b) Be issued a resident (regular or senior) licence issued under the *Wildlife Act* and Regulations.
  
- Valid WRC = the physical card or a temporary copy of client’s WRC with appropriate age and certification(s). The temporary copy is available online for client to download/print only if they’ve already ordered their permanent WRC. Course Completion Cards are NOT accepted.

### STEP 2: Check client’s WRC to confirm s/he meets the certification and age requirements. Table 1 provides requirements for each stamp type:

- Certification codes are printed on front of WRC with descriptions on back
- Determine age by using “Date of Birth” on front of WRC

Table 1. Wildlife Resources Card: Certification and Age Requirements

Licence/Stamp Type	WRC Certification Requirement (minimum of one required)	Age Requirements
Resident Bear Hunting	HQ, HT, CQ, CT, or B	18+ years old (see *)
Resident Senior Bear Hunting	HQ, HT, CQ, CT, or B	65+ years old
Resident Deer Hunting (General)	HQ, HT, CQ, CT, or B	18+ years old (see *)
Resident Deer Hunting (Archery/Muzzle)	HQ, HT, CQ, CT, or B	18+ years old (see *)
Resident Senior Deer Hunting (General)	HQ, HT, CQ, CT, or B	65+ years old
Resident Senior Deer Hunting (Archery/Muzzle)	HQ, HT, CQ, CT, or B	65+ years old
Resident Small Game Hunting	HQ, HT, CQ, CT, or B	18+ years old (see **)
Resident Senior Small Game Hunting	HQ, HT, CQ, CT, or B	65+ years old
Wildlife Habitat Stamp *pre-requisite for all other stamps	O, HQ, HT, CQ, CT, FQ, FT, or B	18+ years old (see ***)
<b>Department of Natural Resources &amp; Renewables Offices Only</b>		
Licence/Stamp Type	WRC Certification Requirement (minimum of one required)	Age Requirements
Resident Bear Snaring	FQ or FT	18+ years old (see *)
Resident Senior Bear Snaring	FQ or FT	65+ years old
Resident Furharvester	FQ or FT	16+ years old
Special Permit to Guide	HQ, HT, CQ, CT, or B	19+ years old
Nuisance Wildlife Operator	(FQ or FT) and N	19+ years old

\* 16 and 17-year olds can purchase a Wildlife Habitat Stamp, Deer or Bear Hunting/Snaring stamp if it is obtained by their parent or legal guardian. Minors must hold a WRC with appropriate certification(s).

\*\* 12-year olds can purchase a Small Game Stamp if it is obtained by their parent or legal guardian. Minors must hold a WRC with appropriate certification(s).

\*\*\* Any person between ages of 12 and 17 years old may purchase a WHS for hunting “other harvestable wildlife”

**STEP 3:** Client does NOT meet certification and age requirements. Do not issue stamp(s).

**STEP 4:** Client meets certification and age requirements:

Already has valid base licence (Licence Card 1 with attached Wildlife Habitat Stamp)?

Yes = client must present it to you then proceed to Step 6.

No = proceed to Step 5.

**STEP 5:** Issue base licence- fill out Wildlife Habitat Stamp (WHS) following rules below:

- Issue stamps in numerical order. Complete one courier sheet in full before moving to next.
- Record information while stamp is still on courier sheet.
- Peel stamps off courier sheet (do not cut)
- Stick completed WHS onto assigned location on front of Licence Card 1

**STEP 6:** Complete requested hunting stamp(s), that client is eligible for, following rules below:

- Issue stamps in numerical order. Complete one courier sheet in full before moving to next.
- Record required information while the stamp is still on courier sheet
- Peel stamps off courier sheet (do not cut).
- Stick completed stamp(s) onto correction location of Licence Card

**STEP 7:** Error/Damaged Stamp?

- a) Draw a line through the stamp and;
- b) Write “void” on stamp and;
- c) Staple canceled stamp to the courier sheet from which it was taken.

**STEP 8:** Process client’s payment.

- Current year fees are listed in Appendix C and are effective as of April 1. Any fee changes will be communicated to you by the Province of NS.
- Cheque payments: your responsibility and must be made payable to you, the vendor.

**STEP 9:** Provide client a NS Hunting & Furharvesting Summary of Regulations booklet.

- Booklets haven’t arrived?
- Available online at; <http://novascotia.ca/natr/hunt/regulations.asp>
- You can still issue the licence(s).

## **NON-RESIDENT Hunting Licences: Requirements to Issue**

**STEP 1:** Determine if client is eligible for requested stamp(s)

a) Client has Non-Resident Wildlife Resources Card – use table below

*\*Department of Natural Resources & Renewables Offices: Non-Resident WRC is required to purchase a commercial licence.*

<b>Licence/Stamp Type</b>	<b>WRC Certification Code (minimum of one required)</b>	<b>Age Requirements</b>
Non-Resident Bear Hunting	HQ, HT, CQ, CT, B	18+ years old (see *)
Non-Resident Deer Hunting (General)	HQ, HT, CQ, CT, B	18+ years old (see *)
Non-Resident Deer Hunting (Archery/Muzzleloader)	HQ, HT, CQ, CT, B	18+ years old (see *)
Non-Resident Small Game Hunting	HQ, HT, CQ, CT, B	18+ years old (see **)
Wildlife Habitat Stamp *pre-requisite for all other stamps	O, HQ, HT, CQ, CT, B	18+ years old (see ***)

\* 16 and 17-year olds can purchase a Wildlife Habitat Stamp, Non-Resident Deer or Non-Resident Bear Hunting/Snaring stamp if it is obtained by their parent or legal guardian.

\*\* 12-year olds can purchase a Non-Resident Small Game Hunting Stamp if it is obtained by their parent or legal guardian.

\*\*\* Non-Residents 12-17 years old may purchase a WHS for hunting “other harvestable wildlife”

b) Client does not have Wildlife Resources Card: Must provide at least ONE of the following:

- A former NS Firearm or Bowhunting Certificate OR;
- Proof of passing a recognized training course (of similar type to requested NS licence) in another province, state or country OR;
- A hunting licence (of similar type to requested NS licence), issued within the last five years, from another province, state or country.

**STEP 2:** Client does not meet training and/or age requirements, do not issue stamp.

**STEP 3:** Client meets certification and age requirements:

a) Already has valid base licence (Licence Card 1 with attached Wildlife Habitat Stamp)?

Yes = client must present it to you then proceed to Step 5.

No = proceed to Step 4.

**STEP 4:** Issue base licence- fill out Wildlife Habitat Stamp (WHS) following rules below:

- Issue stamps in numerical order. Complete one courier sheet in full before moving to next.
- Record information while stamp is still on courier sheet.
- Peel stamps off courier sheet (do not cut)
- Stick completed WHS onto assigned location on front of Licence Card 1

**STEP 5:** Complete requested hunting stamp(s), that client is eligible for, following rules below:

- Issue stamps in numerical order. Complete one courier sheet in full before moving to next.
- Record required information while the stamp is still on courier sheet
- Peel stamps off courier sheet (do not cut).
- Stick completed stamp(s) onto correction location of Licence Card



**STEP 6: Error/Damaged Stamp?**

- a) Draw a line through the stamp and;
- b) Write “void” on stamp and;
- c) Staple canceled stamp to the courier sheet from which it was taken.

**STEP 7: Process client’s payment.**

- Current year fees are listed in Appendix C and are effective as of April 1. Any fee changes will be communicated to you by the Province of NS.
- Cheque payments: your responsibility and must be made payable to you, the vendor.

**STEP 8: Provide client a NS Hunting & Furharvesting Summary of Regulations booklet.**

- Booklets haven’t arrived?
  - Available online at; <http://novascotia.ca/natr/hunt/regulations.asp>
  - You can still issue the licence(s).

**LOST STAMPS**

Lost by Vendor:

- Vendor is responsible for reimbursing SNS full stamp fee (per *Wildlife Act*, Sections 22-25)
- Full stamp fee = cost of stamp + HST – commission (see Appendix F)

Lost by Client:

- Direct client to local Department of Natural Resources & Renewables Office to request a replacement stamp.
- Only Natural Resources & Renewables can issue replacement stamps; follow General Wildlife Regulations (Section 3B: Replacement licence) and “Licences, Permits and Certificates Policy (Section G) at: <https://natr.iweb.gov.ns.ca/regional-services-operations-manual-part-v-fhcbowdepartment-ranges>

**SALES THIS MONTH? HOW TO REPORT:**

\*Account Sales Forms and Payments are due once per calendar month

\* No further inventory will be issued unless monthly remittances are made

\* *Note: Natural Resources & Renewables vendors must also comply with Operations Manual X.2- Procedures for Cash Handling.*

1. Complete appropriate “Account Sales” form (Appendix D or online; <http://novascotia.ca/sns/paal/dnr/paal602.asp>)

- Postage- claim actual cost of postage for remitting sales if sent via Canada Post.
  - Receipt required for postage cost over \$5.00
  - Cannot claim postage when returning unsold licences with no remittance.
  - Submit only one postage receipt per package; postage can only be claimed once; regardless of # of remittances in package
  - Postage receipts must be submitted at time of return. They will not be credited later.
  - Postage may be forfeited if all funds, Account Sales Forms and unsold licences are not returned by December 31<sup>st</sup>, 2022.
  - Private courier receipts are not accepted/reimbursed

- Money orders- claim actual cost
- Cheques- claim \$1.00
- Vendor commissions- listed in Appendix E.
- HST is already accounted for on Account Sales Form. Do not send HST collected from customers to the Canada Revenue Agency. HST is applied to all hunting and fishing licences except the Wildlife Habitat Stamp.
- Lost/destroyed inventory?
  - Contact the Business Registration Unit via email: [dnrfa@novascotia.ca](mailto:dnrfa@novascotia.ca)

2. Include payment for number of stamps issued.

- a) Visa, Mastercard or American Express- ensure credit card # and expiry date are included;
- b) Cheque (made payable to “Minister of Finance”) or;
- c) Money order (made payable to “Minister of Finance”).

3. Mail all the following to Service Nova Scotia & Internal Services via Canada Post; specifically, Priority Post if sending money/unsold inventory:

- a) Completed Account Sales Form(s) and;
- b) Payment for all stamps sold and;
- c) Any voided stamps and;
- d) Courier sheets for stamps that were sold
  - completed courier sheets only (unless this is last remittance of calendar year)

## **NO SALES THIS MONTH? HOW TO REPORT:**

\*Account Sales Forms for no sales are due once per calendar month

\* No further inventory will be issued unless monthly remittances are made

1. Complete appropriate Account Sales Form(s) (Appendix D or online;

<http://novascotia.ca/sns/paal/dnr/paal602.asp>).

- Record “No Sales”
- Postage- only applicable for end of year returns if you return unsold inventory

2. Submit completed Account Sales Form(s) to Service Nova Scotia & Internal Services, monthly via one of following:

- Mail to SNS via Canada Post
- Fax: 902-424-0602
- Email: [dnrfa@novascotia.ca](mailto:dnrfa@novascotia.ca)

## **CONFIRMATION FROM SERVICE NOVA SCOTIA & INTERNAL SERVICES**

Once your monthly report is processed, Service Nova Scotia & Internal Services will send you:

- A Credit note for the value of any unsold or voided licences that have been reported and returned.
- A Receipt
  - Check the “Balance (This Payment)” section at bottom of receipt to confirm for any miscalculations. See below.

The “Balance (This Payment)” section:

- a) If “Balance (This Payment)” shows a negative value (eg. \$-14.35)

- You overpaid that month so you have a credit available.
  - You need to make the necessary adjustment for that value on your next month's Account Sales Form.
- b) If "Balance (This Payment)" shows a positive value (eg. \$17.22)
- You underpaid that month so you owe additional money.
  - You need to submit the remainder of money owed on your next month's Account Sales Form.
- c) If "Balance (This Payment)" shows a null value (\$0.00)
- The payment made for licences recorded was correct.
  - No further action required.

Total Licence Value	\$1,541.05
Commission	\$127.10
Commission HST	\$18.86
Postage, <u>Cheque</u> / Money Order Cost	\$15.09
Previous Amount Due	\$0.00
Amount Due	\$1,380.00
Amount Received	\$1,394.35
	<hr/>
<b>BALANCE (THIS PAYMENT)</b>	<b>-\$14.35</b>
<b>Please deduct the balance on your next remittance.</b>	

## **December/Year End Responsibilities**

1. **December 31, 2022** is the FINAL due date for submission of:
  - Payment for all hunting stamps sold and;
  - Courier sheets for all sold licences (including any partial sheets) and;
  - Account Sales Forms and;
  - All unsold inventory

Failure to meet this December 31<sup>st</sup> deadline could result in the following:

- A hold on your vendor account- no further inventory;
- No commissions on licence sales;
- No postage reimbursement;
- Enforcement action, under the authority of the *Wildlife Act*
- Submission of your account to a collection agency; and/or,
- The cancellation of your vendorship

2. Retail vendors/Access NS- Shred/destroy all unused Summary of Hunting & Furharvesting Regulations booklets and Licence Cards.

3. Department of Natural Resources & Renewables Offices Only

- Keep unused Summary booklets and Licence Cards until advised by Wildlife Division
- Want to keep Wildlife Habitat Stamps or Small Game Stamps beyond December 31?
  - o Email SNS at: [dnrfa@novascotia.ca](mailto:dnrfa@novascotia.ca) to request
  - o <mailto:dnrfa@novascotia.ca> IF approved, SNS will advise you of revised deadline.

**NEED MORE INVENTORY?**

(includes Licence Cards and Wildlife Habitat Stamps)

Complete the appropriate Reorder Form. Available in this package and online at;

<http://novascotia.ca/sns/paal/dnr/paal602.asp>.

Reminder: Inventory orders will not be processed unless you have:

- Submitted your signed Debit Note(s) and;
- Remitted payment for all licences sold to date

**CANCEL/CHANGE YOUR VENDOR ACCOUNT?**

Selling your store or no longer want to issue hunting/fishing licences? Cancel your vendor account by following these steps:

- Submit a letter indicating your intent to cancel vendorship. Letter must include:
  - Your Name
  - Your Vendor #
  - Business Name
  - Your Signature
- Send letter to SNS via:
  - Scan/Email: [dnrfa@novascotia.ca](mailto:dnrfa@novascotia.ca)
  - Fax: 902-424-0602
  - Mail: SNS Business Registration Unit
  - PO Box 1529, Halifax, NS B3J 2Y4

If you do not cancel your vendor account, you will be issued inventory and will be accountable for its value.

## APPENDIX A: CONTACT INFORMATION

Service Nova Scotia & Internal Services  
 1505 Barrington Street, 6 North  
 P.O. Box 1529, Halifax, NS, B3J 2Y4  
 Phone : 902-424-4821 or 902-424-4467  
 Fax : 902-424-0602  
 Email : [DNRFA@novascotia.ca](mailto:DNRFA@novascotia.ca)  
<http://novascotia.ca/sns/paal/ndxdnr.asp#hunting>

Department of Natural Resources &  
 Renewables  
<http://novascotia.ca/natr>

<b>Lands/Forestry Locations</b>	<b>Civic Location</b>	<b>Phone</b>
Antigonish	190 Beech Hill Road, Antigonish	863-4513
Baddeck	2 Campbell Street, Baddeck	295-2554
Bible Hill	626 College Road, Bible Hill	893-5620
Coxheath	300 Mountain Road, Sydney	563-3370
Digby/Cornwallis	173 Haida Street, Cornwallis Park	638-2385
Guysborough	11210 # 16 Highway, Guysborough	533-3503
Jeddore	9029 #7 Highway, Head of Jeddore	889-2332
Kentville	136 Exhibition Street, Kentville	679-6097
Lawrencetown	108 Elliot Road, Lawrencetown	584-2229
Lunenburg	312 Green Street, Lunenburg	634-7555
New Glasgow	459 Coalburn McLellans Brook Road	922-4020
Middle Musquodoboit	12086 #224 Highway, Middle Musq.	384-2290
Milton	552 Main Street, Hwy #8, Milton	354-3462
Head of Jeddore	9029 Hwy 7, Head of Jeddore	889-2332
Oxford	4917 Main Street, Oxford	447-2115
Parrsboro	12057 Hwy 209 Crossroads, Parrsboro	254-3241
Sheet Harbour	22835 Hwy 7, Sheet Harbour	885-2377
Shelburne	91 Goulden's Lane, Churchover/Shelburne	875-2501
Shubenacadie	24 Creighton Road, Shubenacadie	758-3437
St. Peter's	10258 Grenville Street, St. Peter's	535-2032
Stillwater	9240 #7 Highway, Stillwater	522-2024
Tusket	4300 Highway 308, Tusket	648-3540
Waverley	2115 Waverley Road, Waverley	861-2560
Whycocomagh	110 Provincial Park Road, Whycogomagh	756-2339
Windsor	55 Wentworth Road, Windsor	798-2016

## **APPENDIX B: DEFINITIONS**

**Base Licence-** Wildlife Habitat Stamp affixed to Licence Card 1.

**Licence Card-** the carrier for all stamps and becomes client's legal hunting licence once Wildlife Habitat Stamp is attached to Licence Card 1.

Licence Card 2- valid only with base licence

Licence Card 3- available only at Department of Natural Resources & Renewables when approved by Regional Biologist

**Non-resident** – means any person who does not qualify as a resident of Nova Scotia.

**Resident** – at any time a person permanently or ordinarily a resident in Nova Scotia for two (2) months immediately preceding that time and includes:

- An officer of the diplomatic or consular service of a foreign country stationed within the province;
- A member of the Royal Canadian Mounted Police or the Canadian Armed Forces stationed or born in the province;
- A person born in the province and the owner of real property in the province

**Senior** - an individual who is 65 years or older by date licence is purchased.

**Vendor-** a business that has been approved by the Minister of Natural Resources & Renewables to issue hunting and fishing licences

**Wildlife Resources Card (WRC)** – A wallet-sized identification card issued to eligible clients who wish to purchase any recreational or commercial hunting/trapping licence and/or apply for limited-entry hunt draws. There are Resident and Non-Resident Wildlife Resources Cards in circulation. Non-Resident WRC's will be clearly marked with the words "Non-Resident."

### **APPENDIX C: LICENCE FEES**

(Fees effective April 1/21-March 31/22 and subject to change without notice)

Stamp Name	Fee (HST included)
Wildlife Habitat Stamp	\$5.15
<b><u>RESIDENT LICENCES</u></b>	
Resident Deer Hunting Stamp (General)	\$32.05
Resident Senior Deer Hunting Stamp (General)	No Fee
Resident Archery and Muzzleloader Deer Hunting Stamp**	\$32.05
Resident Senior Archery and Muzzleloader Deer Hunting Stamp**	No Fee
Resident Small Game Hunting Stamp	\$19.85
Resident Senior Small Game Hunting Stamp	No Fee
Resident Bear Hunting Stamp**	\$30.55
Resident Senior Bear Hunting Stamp**	No Fee
Resident Bear Snaring Stamp***	\$30.55
Resident Senior Bear Snaring Stamp***	No Fee
Resident Furharvesting Stamp***	\$24.35
<b><u>NON RESIDENT LICENCES</u></b>	
Non-Resident Deer Hunting Stamp (General)	\$157.65
Non-Resident Archery and Muzzleloader Deer Hunting Stamp**	\$157.65
Non-Resident Small Game Hunting Stamp	\$71.65
Non-Resident Bear Hunting Stamp**	\$143.20

\*\*All Natural Resources & Renewables/Access NS and selected vendors

\*\*\* Natural Resources & Renewables offices only

**APPENDIX D: EXAMPLE ACCOUNT SALES FORM**



1505 Barrington Street  
6th Floor North  
Halifax, NS B3J 3K5  
902-424-4821

**Mailing Address**  
Hunting & Fishing Licence Section  
PO Box 1529  
Halifax, NS B3J 2Y4

**RESET**

**2021 WILDLIFE HABITAT STAMP ACCOUNT SALES**

Total Number Stamps Sold	Stamp Fee	Total	Vendor Commission	
<b>Wildlife Habitat Stamp</b>				
	5.15	0.00	0.00	0.00

	<b>Totals</b>	\$ <u>0.00</u>	\$ <u>0.00</u>
<b>Less: Commission</b>	-	\$ <u>0.00</u>	
<b>Net Amount Received For Licences Sold</b>		\$ <u>0.00</u>	
<b>Less: Actual Postage Paid (receipts required over \$5.00)</b>		\$ _____	
<b>Less: Actual Cost of Money Order or Cheques (allow \$1.00)</b>		\$ _____	
<b>BALANCE DUE TO DEPARTMENT OF NATURAL RESOURCES</b>		\$ <u>0.00</u>	

Please **DO NOT SEND CASH THROUGH THE MAIL**. Payment can be made by cheque or money order, made payable to the Minister of Finance, and mailed to Service Nova Scotia, P.O. Box 1529, Halifax NS, B3J 2Y4.

Please make sure you enclose the covers of all sold licences with your remittance and send your parcels containing returns by Priority Post. Please note we are unable to accept courier receipts.

Payment Enclosed \$   Credit Card  Cheque  Money Order

If paying by credit card, please provide your credit card information below.

Vendor Name: <input type="text"/>	Vendor Number: <input type="text"/>
Phone Number: <input type="text"/>	Date: <input type="text"/>
Credit Card #: <input type="text"/>	Expiry Date: <input type="text"/>

Nova Scotia Government Web Site  
<http://www.novascotia.ca>



## **APPENDIX E: COMMISSIONS**

The commission paid to vendors for selling hunting licences is subject to HST. Vendors are to remit HST (per table below) to the Canada Revenue Agency directly. This has been in effect, per Canada Revenue Agency, since January 2014.

Stamp Type	Commission	HST (Per Commission)	Total Commission (HST included)
Wildlife Habitat Stamp	Not Applicable	Not Applicable	Not Applicable
Resident Deer Hunting (General and Archery/Muzzleloader)	\$1.55	\$0.23	\$1.78
Resident Senior Deer Hunting (General and Archery/Muzzleloader)	\$1.55	\$0.23	\$1.78
Non-Resident Deer Hunting (General and Archery/Muzzleloader)	\$2.58	\$0.39	\$2.97
Resident Small Game Hunting	\$1.55	\$0.23	\$1.78
Resident Senior Small Game Hunting Stamp	\$1.55	\$0.23	\$1.78
Non-Resident Small Game Hunting Stamp	\$1.55	\$0.23	\$1.78
Resident Bear (Hunting and Snaring)	\$1.55	\$0.23	\$1.78
Resident Senior Bear (Hunting and Snaring)	\$1.55	\$0.23	\$1.78
Non-Resident Bear Hunting	\$1.55	\$0.23	\$1.78

## **APPENDIX F: REFERENCES**

The *Wildlife Act* <http://nslegislature.ca/legc/statutes/wildlife.pdf> (governs all vendors)

Regulations under the Wildlife Act: <https://novascotia.ca/just/regulations/rxam-z.htm#wild>

Nova Scotia Hunting & Furharvesting Summary of Regulations booklet  
<http://novascotia.ca/natr/hunt/regulations.asp>

Department of Natural Resources & Renewables Operations Manual:  
<https://natr.iweb.gov.ns.ca/manuals/online-manuals>