

The Archaeology Branch is revising our permit application procedures in an effort to streamline process and reduce waiting times. The first steps towards these goals are outlined in this email. Others will follow over the next weeks and months as necessary technological or documentation changes are in place. Some of the content of this email anticipates those other changes.

1. As of April 15, 2013 all permit applications submitted by professional archaeologists must be received through the **Archaeological Permit Tracking System (APTS)**. After April 15, 2013 applications will not be accepted except through APTS.
 - Exceptions for unusual circumstances will be considered and such requests should be made directly to me, by email, with an explanation of the circumstances.
2. To obtain access to APTS prospective users must first obtain a BCeID. We urge everyone to start on this process as soon as possible. How to obtain BCEIDs is explained here:
http://www.for.gov.bc.ca/ftp/archaeology/external/!publish/web/raad/Applying_for_a_BCeID.pdf
3. *After* a BCeID has been received, fill out the attached APTS application form (also found at http://www.for.gov.bc.ca/ftp/Archaeology/external/!publish/Web/APTS_Application_For_Access.pdf) and send it directly to Jim Spafford (jim.spafford@gov.bc.ca). He will process your request for APTS access privileges. Plan for delays as there will be many such requests. We recommend that you submit your application to Jim no later than March 11, 2013; he will endeavour to have you approved prior to the end of March. However, if everyone waits this long, then some people may not receive their approval until April sometime, so we urge you to act on this immediately.
4. Once you have received your APTS password, you may access the system via the following link:
<https://j200.gov.bc.ca/ext/apts/Default.aspx>
5. Attached is a **guideline for entering and submitting an application** for permit through APTS – this will also be posted on the Branch website in the near future.
 - Whether or not you already use APTS, **review the guideline** for correct field content, uploaded file size, types and naming. There are changes or more explicit requirements articulated in the guideline than in earlier drafts that were circulated a few years ago.
6. As of April 15, 2013 all applications must be accompanied by **shape files** that meet [Branch standards](#). See Appendix C of the Site Inventory Form guide for these standards.
[http://www.for.gov.bc.ca/ftp/archaeology/external/!publish/web/inventory_site/Site%20Form%20Guide%20\(Revised%20Dec%202010\).pdf](http://www.for.gov.bc.ca/ftp/archaeology/external/!publish/web/inventory_site/Site%20Form%20Guide%20(Revised%20Dec%202010).pdf).
7. A new single email address, ArchPermitApp@gov.bc.ca will be used during permit application stage prior to permit issuance, not individual staff emails. This will ensure that:
 - permit related emails are not overlooked,
 - staff temporarily managing a file will have access to emails, and
 - your communication with the branch will be simplified.

Such emails must include project officer name (once known) and **permit application file number** (e.g., 13A0001).

8. At this time requests to **amend a permit** cannot be received directly into APTS, and should not be submitted as new applications.
 - All applications and related correspondence to amend a permit or to extend the report review period should continue to be sent directly to the project officer by email only, following the guidelines for file type, size, content and so on. Content need only relate to the amendment content; a new detailed application is not required.
 - Where the application includes a change of geographical scope the new area to be added to the permit should have a shape file submitted by email as well, effective April 15, 2013.