

# Guide to Completing the BC Archaeological Information Request Form

Prepared for the Village of Lytton, March 2023

## Step 1: Accessing the Form

Open your web browser and enter <https://www.archdatarequest.nrs.gov.bc.ca/> in the search bar. After clicking 'Enter' on your keyboard, the following webpage should appear (see image below).

The screenshot shows the top of the BC Archaeological Information Request Form webpage. At the top, there is a breadcrumb trail: "B.C. Home » Forests, Lands, Natural Resource Operations and Rural Development » Archaeology » Archaeology Information Request". To the right is a "Printer Version" link with a printer icon. Below the breadcrumb is the logo for the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, British Columbia. The main heading is "BC ARCHAEOLOGICAL INFORMATION REQUEST FORM". Below this is a paragraph of text explaining that the information is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act. It states that the personal information collected will be used to process information requests from citizens of British Columbia. It also mentions that personal information may be used by the Archaeology Branch for survey purposes. It provides contact information for the Archaeology Branch: email at [ArchDataRequest@gov.bc.ca](mailto:ArchDataRequest@gov.bc.ca), phone at 250-953-3334, or by mail at: Archaeological Site Inventory Section, Archaeology Branch, Ministry of Forests, PO Box 9816, Stn Prov Govt, Victoria BC V8W 9W3. Below this is a "Please Note:" section with several bullet points: "There is no fee for this government service.", "The [Access to Information Policy \(PDF, 160 kb\)](#) defines the types of data you may receive.", "You will receive a confirmation email after you click the 'Submit Form' button that will let you know how long it may take us to fulfill your request. If you require this information prior to our estimated timeline, an alternative is to contact a professional consulting archaeologist for information and advice. You can find one by Googling 'archaeologists near me' or by searching the [BC Association of Professional Archaeologists website](#).", and "Required fields are prefixed with a red asterisk (\*)."

## Step 2: Terms and Conditions

Click on 'Terms and Conditions'. After clicking on this, the list of information sharing terms and conditions will appear in a separate window for you to review. After reviewing the terms and conditions, select from one of the options highlighted in yellow below. Please note that the terms must be accepted to obtain archaeological information (i.e., selecting 'Yes').

The screenshot shows a section of the Terms and Conditions page. It includes the same "Please Note:" section with the same bullet points as the previous screenshot. Below this is the heading "YOUR CONTACT INFORMATION" with a downward-pointing arrow. Underneath is a line of text: "\* I have read and accept the information request [Terms and Conditions](#)". To the right of this text are two radio buttons, one of which is highlighted in yellow. Below the radio buttons are the labels "Yes" and "No".

### Step 3: Enter Your Contact Information

After accepting the terms and conditions, you will enter your contact information. Start by entering your full name and email address into the corresponding boxes (see the following example below).

* Name	<input type="text" value="Jane Doe"/>
* Email Address	<input type="text" value="janedoe@gmail.com"/>

Next, select an identifier (e.g., Private Property Owner) from the drop-down menu. To access the drop-down menu, click on the small down arrow located on the right-hand side of the box.

* I am a:	<input type="text" value="Private Property Owner"/>
* My Affiliation / Company	<input type="text" value="Private Property Owner"/>
* Address	<input type="text"/>
* Province	<input type="text"/>
* Phone Number	<input type="text"/>
<b>YOUR INFORMATION</b>	

- Private Property Owner
- Realtor or Lawyer representing Owner/Buyer
- Contractor for Private Property (e.g., engineer, architect)
- Industry Representative (e.g., forestry, oil and gas, environmental)
- Archaeological Consultant
- Accredited Archaeological Researcher
- Archaeological Student
- First Nations Organization Representative
- Local Government Representative
- Provincial Government Representative
- Federal Government Representative

After selecting an identifier, enter the rest of your current contact information in the corresponding boxes. This will include your affiliation (e.g., private property owner, First Nation representative, etc.), address, city, postal code, and phone number.

* My Affiliation / Company	<input type="text" value="Private Property Owner"/>	<input type="text"/>
* Address	<input type="text" value="1234 Street"/>	* City <input type="text" value="Lillooet"/>
* Province	<input type="text" value="BC"/>	* Postal Code <input type="text" value="A1B 2C3"/>
* Phone Number	<input type="text" value="123 456 7890"/>	(###-###-####)

### Step 4: Your Information Request

This is where you enter the property in Lytton for which you are requesting archaeological information. Start by selecting the first option (highlighted in yellow below), then enter information pertaining to your property in the box. This will include the street address, Parcel Identifier (PID), and other identifying information (e.g., legal description).

\*1. What information are you requesting? (select and complete one):

I request information and advice about archaeological sites on the properties described below (In the text box below, include the Parcel Identifier (PID), street address, and the legal description if available. If you have maps, please upload them to the File Attachments section near the end of the form.):

Other (describe below):

PID: 123-456-789. 123 Square Street, Lytton, BC, V1V 2V2

**Next, select the reason you are requesting this information (highlighted below) and your reason for requesting the information (e.g., "I am requesting information about archaeological finds on my property").**

\*2. Why do you require this information? (select and complete one)

I am a representative of the seller or prospective purchaser of the properties described above. The properties described above are currently listed for sale.

I am the property owner of the properties described above. I require the information because (describe below):

Other (describe below):

I am requesting information about archaeological finds on my property

**Next, select who will have access to this information. If you plan to share this information with another person, please indicate so below. Please note, you may share this letter with the Village of Lytton staff responsible to issue building permits, as well as contractors overseeing construction on your property.**

\*3. Who will have access to this information, including third party access? (select one)

I will not share this information with anyone.

The following person(s) may have access to this information (Include the person's full name and relationship to you below. If you would like them to be copied on our email reply containing property information, please also include their email address):

Example:

I will share this information with my spouse, John Doe. His email is johndoe@gmail.com

**If you would like to receive GIS or site form data, you can select from the following options. Otherwise, you can leave this blank.**

4. If you have requested GIS or site form data, what format do you require? (select all that apply)

- PDF
- Excel
- Access
- Shapefile (ESRI, NAD 83, BC Albers Projection)
- Map(s)

**Next, you will select which organization, service, or information source prompted you to contact the Archaeology Branch from the list below (e.g., 'My Local Government' or 'Other').**

\*5. Which organization, service, or information source prompted you to contact the Archaeology Branch with an information request? (select one)

- I am a regular business user of this information request service
- My realtor
- My local government
- [Archaeology Branch web site](#)
- [Natural Resource Online Services](#) (area of interest search)
- [FrontCounter BC](#)
- Other (please specify):

**You are not required to submit any file attachments. If you do have files related to your property that you would like to submit, you can attach them here.**

#### File Attachment(s)

You can attach a maximum of five files to assist us in locating and retrieving the information you need. Shapefiles must include the following four file types: .dbf, .prj, .shp, .shx. **ZIP files (.zip) cannot be uploaded.**

File Attachment #1	Choose File	No file chosen
File Attachment #2	Choose File	No file chosen
File Attachment #3	Choose File	No file chosen
File Attachment #4	Choose File	No file chosen
File Attachment #5	Choose File	No file chosen

**Before submitting, please review the form to ensure you have completed all necessary boxes indicated with a red asterisk (\*) beside them and that the information you have provided is accurate. Once complete, click 'Submit Form'. Note: do not click 'Reset Form', as this will delete all information entered.**

**Note:** Large file attachments may take a few minutes to upload. Please wait for the confirmation message before closing your browser.

**A confirmation message will show once the form has been successfully submitted. Please wait for the confirmation message before exiting the webpage.**