

Licensed Trapper and Wildlife Control Operator (WCO) Annual Activity Report Form Instructions

If you hold a Trapping License (recreational or commercial) or are certified as a Wildlife Control Operator (WCO), or both, you must submit an annual report even if you did not capture, trap for, haze, deter, or otherwise control wildlife.

- **Licensed Trapper** – Report includes activity during the licensed trapping season: Nov 1 - Mar 31.
- **WCO** - Report includes all WCO activity between April 1 of the previous year and March 31 of the current reporting year.

The annual report form is due by April 20th each year.

Do not report any body-gripping trapping activity on this form. If you have a Special Trapping Permit for use of body-gripping traps, report that activity on your Special Trapping Permit report.

Use a separate line on the form for each activity. An activity, in this case, is defined as:

A trapping effort with or without capture, or a hazing/deterrence effort, with a unique combination of:

- Location (county, nearest town/city, private or public land)
- Start and end dates
- Species (either intended/targeted or non-intended/incidental)
- Activity code (see below)

For each activity, write in the appropriate Activity Code:

For trapping activity, use:

- **E = Euthanized,**
- **N = None captured,**
- **R = Released on-site,**
- **REL = Relocated** (requires WDFW permit),
- **O = Other** (e.g., animal dead in trap), or

If no traps were set, leave columns 11-13 blank and use:

- **H = Hazed or deterred.**

The information collected on this form is extremely valuable for the management of trapped species in Washington. It is important for data to accurately represent the relationship between trapping effort and trapping success. **Trapping effort** is measured by how long and how many traps were set, where, and for which intended species. **Trapping success** is measured by which species were captured and how many. It is equally important to know how many licensed trappers or WCOs did not trap, or trapped and did not capture, as it is to know how many animals were captured.

If you trapped for one species but captured a non-target species then write this information on two separate lines – one for each species. You do not need to write in the trapping effort for the non-target species (leave columns 11 and 12 blank). For example, if you are trapping for raccoons and incidentally capture skunks, then report like this:

1 LT	2 WCO	3 Nearest Town/City to Trapping Activity	4 Trapping on Private Land? Y=Private N=Public	5 County	6 Activity Date(s) per location		8 Species	9 Intended Species Y=Yes/N=No	10 Activity Code ² (see below)	11 Average # of Traps Set per Day	12 Average # of Days Traps Set	13 # of Animals Trapped
					Start	End						
	x	Mill Creek	Y	Snohomish	10/1/18	10/12/18	Raccoon	Yes	N	6	12	0
	x	Mill Creek	Y	Snohomish	10/1/18	10/12/18	Skunk	No	R			2



Licensed Trapper (LT) and Wildlife Control Operator (WCO) Annual Activity Report Form

Please return by mail, fax, or email:
Wildlife Program, P.O. Box 43141, Olympia, WA 98504-3200
FAX: (360) 902-2162 email: specialtrapping@dfw.wa.gov

Licensed Trapper - Report includes activity during the licensed trapping season, **Nov 1 - Mar 31**.
WCO - Report includes all WCO activity between **April 1 of the previous year and March 31 of the current reporting year**.

WCO #: _____ **WILD ID #:** _____ **Annual Report is due by April 20 (regardless of activity¹)**
(if applicable) (Trapping License holder)

Report Year: _____ Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Email: _____

If you were not active during the report year, check the correct box: Licensed trapper – DID NOT trap WCO – DID NOT control wildlife

INSTRUCTIONS:

- Report Licensed Trapping and WCO activity on separate lines – check “LT” for Licensed Trappers OR “WCO” for Wildlife Control Operator
- DO NOT report any wildlife on this form that were captured with body-gripping traps (instead, report these on your Special Trapping Permit report)

1	2	3	4	5	6		7	8	9	10	11	12	13
LT	WCO	Nearest Town/City to Trapping Activity	Trapping on Private Land? Y=Private N=Public	County	Activity Date(s) per location		Species	Intended Species Y=Yes/N=No	Activity Code ² (see below)	Average # of Traps Set per Day	Average # of Days Traps Set	# of Animals Trapped	
					Start	End							

¹ “Activity” refers to trapping, hazing or other deterrents. You must submit an annual report if you hold a trapping license or WCO certificate even if you did not trap or control wildlife.
² **Activity Codes:** Trapping activity: **E = Euthanized, N = None captured, R = Released on-site, REL = Relocated** (requires WDFW permit), **O = Other** (e.g., animal dead in trap), or
 If no traps were set (leave columns 10-12 blank): **H = Hazed or deterred**.
 Please list each species you trapped for or hazed/deterred on a separate row; Use multiple forms if you need additional rows

Updated August 2021

