

# 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.

This report form is due by April 20 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 and nearest town/city)
- 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 10-12 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 10 and 11 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 County	5 Activity Date(s) per location		7 Species	8 Intended Species Y=Yes/N=No	9 Activity Code <sup>2</sup> (see below)	10 Average # of Traps Set per Day	11 Average # of Days Traps Set	12 # of Animals Trapped
				Start	End						
	X	Mill Creek	Snohomish	10/1/18	10/12/18	Raccoon	Yes	N	6	12	0
	X	Mill Creek	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](mailto: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 activity<sup>1</sup>)**  
(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
LT WCO	WCO	Nearest Town/City to Trapping Activity	County	Activity Date(s) per location		Species	Intended Species Y=Yes/N=No	Activity Code <sup>2</sup> (see below)	Average # of Traps Set per Day	Average # of Days Traps Set	# of Animals Trapped	
				Start	End							

<sup>1</sup> “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.  
<sup>2</sup> **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

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LT	WCO	Nearest Town/City to Trapping Activity	County	Activity Date(s) per location		Species	Intended Species Y=Yes/N=No	Activity Code <sup>2</sup>	Average # of Traps Set per Day	Average # of Days Traps Set	# of Animals Trapped
				Start	End						

**REPORTING**  
 Include all species you trapped for (intended/target species) and/or captured (intended and non-intended/non-target). If the species caught was your intended species, mark "Y" for Yes in the Intended Species column. If the species was a non-target capture, or incidental capture, mark "N" for No.

**Do not** report use of body-gripping traps on this form. Instead, report body-gripping trapping activity on your Special Trapping Permit report.

As per Washington Administrative Code (WAC), all trappers purchasing a trapping license must report their trapping activity, regardless of trapping success or whether they trapped or not. Licensed trappers must report using the most current, WDFW-designated Trapper Activity Annual Report form (<http://wdfw.wa.gov/hunting/trapping/>) and ensure the form is received by WDFW by **April 20**. Any trapper not reporting on time or knowingly reporting false or misleading information will be noncompliant with reporting requirements. **Noncompliance is an infraction**, punishable under RCW 77.15.160.

Per WAC, all WCOs, regardless of trapping success or whether they trapped or not, must submit a complete annual report of all WCO-related activity. **Failure to submit a report may result in revocation of the WCO certification** and denial of future certifications. WCOs must use the most current WDFW Wildlife Control Operator Annual Activity Report form. It is the responsibility of the WCO to obtain the most current form ([http://wdfw.wa.gov/living/nuisance/how\\_to\\_become\\_wco.html](http://wdfw.wa.gov/living/nuisance/how_to_become_wco.html)) and ensure the form is received by WDFW by **April 20**. Any WCO not reporting on time or knowingly reporting false or misleading information will be noncompliant with reporting requirements. **Noncompliance is an infraction**, punishable under RCW 77.15.160.