

## ADDRESS CHANGE OF THE AGENCY'S HEAD OFFICE OR ITS PRINCIPAL ESTABLISHMENT IN QUÉBEC

Please send the completed form in block letters and the required payment **by mail or in person** to this address:

Bureau de la sécurité privée  
6363 West Trans-Canada Highway, Suite 206  
Saint-Laurent, Québec H4T 1Z9

Do not send the form by fax or email. It would be considered ineligible and would not be processed.

**This form applies only to changes in the address of the head office of the agency or its principal establishment in Québec. For any addition or modification of other establishment of the agency in Québec, complete the form "Addition or modification of establishment(s)" online at [www.bspquebec.ca](http://www.bspquebec.ca).**

### SECTION A: AGENCY IDENTIFICATION

Legal entity name

Québec Enterprise Number (NEQ)

BSP File No. or Agency Licence No.

Representative surname

Representative first name

Date of birth (YYYYMMDD)

### SECTION B: HEAD OFFICE ADDRESS CHANGE (A post office box will not be accepted.)

Enter here the new address of the legal domicile of the agency: its head office.

- ✓ If the head office is in Québec, it will be considered as the new principal establishment in Québec for your agency.
- ✓ If you are moving the head office is outside Québec, you must mandatorily keep one (1) business establishment in Québec. In this regard, complete the following section C.

This change will be effective as of: \_\_\_\_\_ (Date YYYY/MM/DD)

Civic No.	Street	Suite/Apt.	Postal code
City		Province	Country
Phone number	Other phone number	Fax	

### SECTION C: PRINCIPAL ESTABLISHMENT\* IN QUÉBEC ADDRESS CHANGE

Complete this section only if :

- ✓ Your head office is outside Québec and you wish to change the address of your principal establishment in Québec;  
or
- ✓ You moved you head office outside Québec by completing Section B. You must then identify the new principal establishment of your agency in Québec.

This change will be effective as of: \_\_\_\_\_ (Date YYYY/MM/DD)

Civic No.	Street	Suite/Apt.	Postal code
City		Province	Postal code
Phone number	Other phone number	Fax	

\*An **establishment** in Québec must be a physical location where your private security activities are operated, in whole or in part. **Does not constitute an establishment**, among others, a post office box, a professional services office (e.g.: accountant's or attorney's office), or any other location where no activity is carried on by your enterprise in relation to its private security services.

**SECTION D: ACCESS TO INFORMATION AND PROTECTION OF PERSONAL INFORMATION**

Personal information is collected for the purpose of the application of the *Private Security Act* and will only be used for this purpose. This information will be available only to employees if required in the performance of their duties. This information can be disclosed to third parties within the limits of the *Act respecting Access to documents held by public bodies and Protection of personal Information*, or with the consent of the person to whom the information relates.

**SECTION E: REPRESENTATIVE DECLARATION**

I declare that all the information provided herein is accurate and complete, and that any change modifying that information will be communicated to the Bureau de la sécurité privée **without delay**.

**In witness whereof, I have signed:**

\_\_\_\_\_  
Signature du représentant

Date      A    A    A    A            M    M            J    J  
          | | | |            | |            | |

**SECTION F: PAYMENT SHEET**

**INFORMATION ON THE AGENCY**

Québec Enterprise Number (NEQ)	BSP File No. or Agency Licence No.

**PAYABLE FEES**

We must reprint your agency licences to indicate the new address of either your head office in Quebec or your principal place of business, as applicable.

Check the box(es) corresponding to each class for which the agency holds a licence, and enter the number of establishments in Québec (including the head office if it is located in Québec) for each of these classes. Multiply by the unit price per licence and report the result on the line to the right. Finally, add the totals per class and enter the total to be paid where indicated.

Attention: If your application concerns only the change of address of the head office from an address outside Québec to a new address also outside Québec, no fee is required.

Agency licence class(es)	Unit price*	x	Number of establishments in Québec	=	Total per class
<input type="checkbox"/> Security guarding	\$28.74	x		=	\$
<input type="checkbox"/> Investigation	\$28.74	x		=	\$
<input type="checkbox"/> Locksmith work	\$28.74	x		=	\$
<input type="checkbox"/> Electronic security systems	\$28.74	x		=	\$
<input type="checkbox"/> Transport of valuables	\$28.74	x		=	\$
<input type="checkbox"/> Security consulting	\$28.74	x		=	\$

\* Unit price: \$25.00 + \$1.25 GST + \$2.49 QST = \$28.74  
 GST number: 817788656      QST number: 1216343481




**Total to pay:**      \$

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**METHODS OF PAYMENT**

Select a method of payment for this transaction:

- Cash** (in person only, cash will not be accepted by mail)
- Debit card** (in person only, *Interac* e-Transfer are not accepted)
- Cheque payable to the Bureau de la sécurité privée** (insufficient funds: fees of \$35) (no post-dated cheques accepted)
- Bank or postal money order payable to the Bureau de la sécurité privée**
- Credit card:**

<input type="checkbox"/>		MasterCard	Card number	Exp (MM/YY)
<input type="checkbox"/>		Visa		
<input type="checkbox"/>		American Express		N° CVV2*

\* N° CVV2: Security number of 3 or 4 digits on the back of your credit card.

Card holder surname	Card holder first name

**AUTHORIZATION** – I authorize the Bureau de la sécurité privée to debit my credit card with the required amount for the processing of this request.

		Y Y Y Y	M M	D D
<b>Card holder signature</b>	<b>Date</b>			
<b>Phone number</b>				