

## ADDITION OR MODIFICATION OF ESTABLISHMENT(S)

**Submit your application:**

- **Online** via the special section **COVID-19** on **bspquebec.ca**.
  - **By mail** to the following address:  
1611 Crémazie Boulevard East, Suite 500, Montréal, Québec H2M 2P2.
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**Only applications sent electronically or by mail will be processed;  
NO APPLICATIONS SHALL BE RECEIVED IN PERSON.**

Thank you for your understanding.

**Notice:** Not filling out all sections of this form or not sending all required documents or payment could lead to the inadmissibility of your application and return of your documents, and / or significantly delay the processing of your application.

## FORM - ADDITION OR MODIFICATION OF ESTABLISHMENT(S)

Photocopy and add copies of this page as needed.

To modify the address of the agency's head office or principal establishment in Québec, file the form "Change of head office or principal establishment address" available online at [bspquebec.ca](http://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			
								Y   Y   Y   Y   M   M   D   D			

### SECTION B: ADDITION OR MODIFICATION OF ESTABLISHMENT(S)\* IN QUÉBEC

Establishment to:  Add  Modify  Delete

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

Establishment to:  Add  Modify  Delete

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

\*The **establishments** declared herein must be physical locations 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 C: 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 for whom they are 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 persons to whom the information relates.

### SECTION D: 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: \_\_\_\_\_

Representative's Signature

Date | Y | Y | Y | Y | M | M | D | D |

