

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

To file your application:

Portal Accès Agence

This application can be **completed directly online via the portal Accès Agence**, a fast, secure and user-friendly solution for filing most applications on behalf of an agency.

To register or view your agency's file, visit the portal Accès Agence at **acces-bsp.bspquebec.ca**.

By mail

Send this form and all documents to the following address:
1611 Crémazie Boulevard East, Suite 500, Montréal, Québec H2M 2P2

BEFORE PROCEEDING

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.

Please read the following instructions carefully:

- The form must be completed, dated and signed by the agency representative duly appointed as such.
- All pages of the application must be completed, including the payment sheet.
- The representative must read the declaration (Section E), date and sign where indicated.
- Written information must be neat, legible and in block letters.

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

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(s) of the agency in Québec, complete the form "Addition or modification of establishment(s)" online at 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	
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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.

This change will be effective as of: _____(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 if :

- Your principal establishment in Québec is no longer at the same postal address;

OR

- You moved your 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: _____(YYYY/MM/DD)

Civic No.	Street	Suite/Apt.
City		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 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 the Protection of personal Information*, or with the consent of the person to whom the information relates.

SECTION E: REPRESENTATIVE'S 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 on:

Representative's signature



SECTION F: PAYMENT SHEET

INFORMATION ON THE AGENCY

Québec Enterprise Number (NEQ)

BSP File No. or Agency Licence No.

PAYABLE FEES (Pricing effective from January 1, 2023)

If the changes made to this form modify the address of your principal place of business in Quebec, we must reprint your agency licences to indicate the new address of your principal place of business.

In which case, 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.

Agency licence class(es)	Unit Price*		Number of establishment in Quebec		Total per class
<input type="checkbox"/> Security guarding	\$32.48	X	_____	=	\$ _____
<input type="checkbox"/> Investigation	\$32.48	X	_____	=	\$ _____
<input type="checkbox"/> Locksmith work	\$32.48	X	_____	=	\$ _____
<input type="checkbox"/> Electronic security systems	\$32.48	X	_____	=	\$ _____
<input type="checkbox"/> Transport of valuables	\$32.48	X	_____	=	\$ _____
<input type="checkbox"/> Security consulting	\$32.48	X	_____	=	\$ _____
					Total to pay: \$ _____

* Unit price per licence copy : \$28.25 + \$1.41 GST + \$2.82 QST = \$32.48
 GST number (5%): 817788656 QST number (9,975%): 1216343481

METHODS OF PAYMENT

Select a method of payment for this transaction:

Payment card:

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Mastercard | <input type="checkbox"/> Mastercard Prepaid | <input type="checkbox"/> American Express |
| <input type="checkbox"/> Visa | <input type="checkbox"/> Visa Prepaid | <input type="checkbox"/> Visa Debit |

Card number	Exp (MM/YY)	N° CVV2*

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

Card holder's surname

Card holder's first name

AUTHORIZATION – I authorize the Bureau de la sécurité privée to charge on my card the required amount for the processing of this application.

	Date			
Card holder's signature	Telephone			

Interac e-Transfer (Recipient: Bureau de la sécurité privée, Email: comptabilite@bspquebec.ca, Security Question: reason for payment, Security Answer: permis, Reason: Your agency's BSP file number)

Cheque payable to the Bureau de la sécurité privée
 (mail-in application only - no post-dated cheques accepted)

Bank or postal money order payable to the Bureau de la sécurité privée
 (mail-in application only)