

APPLICATION FOR ADDITIONAL LICENCE CLASS(ES) (AGENCY)

Note: This application can be completed through the portal [Accès Agence](#).

Visit acces-bsp.bspquebec.ca to create your profile and proceed online simply and securely.

To file your application

Online at bspquebec.ca - My Account (registration required)

This completed form can be securely filed through the service of [My Account](#) in the **File deposit section**.

By mail or in person to the following address:

1611 Crémazie Boulevard East, Suite 500, Montréal, Québec H2M 2P2.

BEFORE PROCEEDING

WARNING - Failure to complete all sections of this form and to attach all required documents and payments will result in significant delays in the processing of your application, or the inadmissibility of your application and the return of your documents.

Please read the following instructions carefully:

- The form must be filled out, dated and signed by the agency representative duly nominated to act as such.
- All pages must be filled out, including the payment sheet and the applicable Appendices.
- The representative must read the declaration (Section F), date and sign where indicated.
- Written information must be neat, legible and in block letters.

DOCUMENT CHECKLIST

The application for additional licence class(es) must include all of the following documents:

- Original and complete “Application for additional licence class(es)” form, duly **filled out, dated** and **signed**.
- Payment of fees, **a portion of which is non-refundable** (see Section H for methods of payment).
- Appendix 1 - Declaration of insurance - Enterprise’s undertaking**, duly filled out, dated and signed, proving the agency is protected by a civil liability insurance policy of at least \$1,000,000 per incident and covering the reparation of the bodily injuries, moral and material damages which could result from the agency’s activities, including new activities for which a licence is requested.
- Certificate of insurance provided by the insurer** concerning the civil liability insurance policy referred to in Appendix 1.
- If you answer “Yes” to one or more of the questions in Section D**, enclose the duly filled out, dated and signed **the appropriate change of address form**, available online at bspquebec.ca.
- If you answer “Yes” in Section E**, enclose the duly filled out, dated and signed **“Adding Owners, Directors, Partners or Shareholders” form**, available online at bspquebec.ca.

IMPORTANT: PLEASE DO NOT SEND ORIGINAL DOCUMENTS

FORM - APPLICATION FOR ADDITIONAL LICENCE CLASS(ES) (AGENCY)

SECTION A: AGENCY'S IDENTIFICATION

Legal entity name		
Québec Enterprise Number (NEQ)	BSP File No. or Agency Licence No.	
Representative surname	Representative first name	

SECTION B: LICENCE(S) FOR WHICH THE APPLICATION IS FILED - NEW CLASS(ES)

Class(es) for which this application is filed: (Check all boxes that apply).

- | | | |
|--|---|---|
| <input type="checkbox"/> Security guarding | <input type="checkbox"/> Locksmith work | <input type="checkbox"/> Transport of valuables |
| <input type="checkbox"/> Investigation | <input type="checkbox"/> Electronic security systems* | <input type="checkbox"/> Security consulting |

SECTION C: OTHER NAMES

Do the new private security activities offered by the agency involve the addition of other names under which the agency operates in Québec?

- No Yes, specify:

(Add a sheet if necessary. Please note that those names will appear on the Register of Licence Holders.)

SECTION D: ADDRESSES AND COMMUNICATION PREFERENCES

Does the addition of new classes of private security activities offered by the agency involve:

- | | |
|---|---|
| • a change of address of the head office? | <input type="checkbox"/> No <input type="checkbox"/> Yes* |
| • a change of address of the principal establishment in Québec? | <input type="checkbox"/> No <input type="checkbox"/> Yes* |
| • an addition or a modification of other business establishment(s) in Québec? | <input type="checkbox"/> No <input type="checkbox"/> Yes* |
| • a change in the representative's workplace contact information? | <input type="checkbox"/> No <input type="checkbox"/> Yes* |
| • a change in the communication preferences of the agency? | <input type="checkbox"/> No <input type="checkbox"/> Yes* |

*If you answered "Yes" to one or more of these questions, make such changes directly on the portal *Accès Agence* or enclose the duly completed and signed form appropriate to your situation. The forms are available online at bspquebec.ca

SECTION E: OWNER, DIRECTORS, PARTNERS, SHAREHOLDERS

Does the addition of new classes of private security activities offered by the agency involve a change of owner, directors, partners or shareholders?

- No Yes, make the changes directly on the portal *Accès Agence* or enclose the "Adding Owners, Directors, Partners or Shareholders" form, available online at bspquebec.ca.

SECTION G: CALCULATION OF PAYABLE FEES (Pricing effective from January 1, 2026)

To calculate the payable fees for this application, follow these three (3) steps:

Step 1: Licence fees (one-half refundable if the licence is not issued)

Check the box(es) corresponding to each licence class applied for and write the corresponding amount on the line on the right. Add the amounts and enter the total licence fees where indicated. **Please note that only one-half of those fees is refundable if the licence is not issued. (Section 3 Regulation under the Private Security Act)**

Payable fees per class

<input type="checkbox"/> Security guarding	\$3,600.00		\$ _____
<input type="checkbox"/> Investigation	\$2,548.00	+	\$ _____
<input type="checkbox"/> Locksmith work	\$1,650.00	+	\$ _____
<input type="checkbox"/> Electronic security systems	\$1,650.00	+	\$ _____
<input type="checkbox"/> Transport of valuables	\$1,650.00	+	\$ _____
<input type="checkbox"/> Security consulting	\$2,548.00	+	\$ _____
	Total New licence(s)		\$ <input style="width: 100px;" type="text"/>

Step 2 : Additional Copy fees (refundable if the licence is not issued)

If you have only one business establishment in Québec, skip to Step 3, since the licence fees (above) already include the printing of one (1) licence per class for the principal establishment. Otherwise, complete the missing data below, perform the following multiplication and write the total copy fees where indicated.

Unit price for a licence copy (\$31.25 + \$1.56 GST + \$3.12 QST)	→	<u>\$35.93</u>
Quantity of establishments in Quebec (other than the principal*)	→	X _____
Quantity of licence classes applied for	→	X _____
		Total copy(ies) = <input style="width: 100px;" type="text"/>

GST number (5 %): 817788656 QST number (9.975%): 1216343481

*The licence fees include the price of one (1) copy for the principal establishment in Québec.

Step 3 : Total application fees

Add the following two (2) amounts and carry forward the total amount payable to Section H - Payment sheet:

- The Total New Licence(s) (Step 1)		<input style="width: 100px;" type="text"/>
		\$ _____
- The Total Copy(ies) (Step 2)		<input style="width: 100px;" type="text"/>
	+	\$ _____
	TOTAL PAYABLE FEES =	\$ <input style="width: 150px;" type="text"/>





Appendix 1 - Mandatory Declaration of insurance - Enterprise's undertaking

(Sections 2(3) and 5 of the *Regulation under the Private Security Act*, CQLR, c. S-3.5, r.1)

INSTRUCTIONS

The representative duly designated by the agency under the PSA must:

- 1) Complete and sign this Appendix;
and
- 2) Attach the certificate of insurance provided by the insurer for the policy identified in Section B.

SECTION A: INSURED IDENTIFICATION

Legal entity name

Québec Enterprise Number (NEQ)

BSP File No. or Agency Licence No.

SECTION B: INFORMATION ON THE INSURANCE POLICY

REMINDER - You must attach the certificate of insurance provided by the insurer

Insurer

Policy number

Start date (YYYY/MM/DD)

End date (YYYY/MM/DD)

Private security activities covered by the policy:

- | | | |
|--|---|---|
| <input type="checkbox"/> Security guarding | <input type="checkbox"/> Locksmith work | <input type="checkbox"/> Transport of valuables |
| <input type="checkbox"/> Investigation | <input type="checkbox"/> Electronic security system | <input type="checkbox"/> Security consulting |

SECTION C: DECLARATION, UNDERTAKING AND AUTHORIZATION

I certify that I am the duly designated representative of the enterprise identified in Section A (the "Insured") for the purposes of the *Private Security Act* (CQLR, c. S-3.5) ("PSA") and that I am authorized to sign this document on its behalf.

I confirm that I have attached to this Appendix the Certificate of Insurance provided by the Insurer for the Civil Liability Insurance Policy identified in Section B (the "Insurance Policy").

I declare that the Insured undertakes to offer private security services only within the limits of the coverage stipulated in the Insurance Policy.

I authorize the Insurer identified in Section B to communicate to the Bureau de la sécurité privée any information relating to the Insurance Policy.

I certify that the information provided in this Appendix is complete and accurate and that any changes that may affect its content will be communicated without delay to the Bureau de la sécurité privée, as such changes could impact the validity of any licence held by the Insured.

In witness hereof, have signed on:

Representative first name

Representative last name

Representative handwritten signature

Date (YYYY/MM/DD)

