

ADDITION OR MODIFICATION OF ESTABLISHMENT(S)

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 **aces-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 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.
- The representative must read the declaration (Section D), date and sign where indicated.
- Written information must be neat, legible and in block letters.

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

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: <input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete			
Civic No.	Street		Suite/Apt.
City			Postal code
Phone number	Other phone number	Fax	
Establishment to: <input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> 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 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 the protection of personal information*, or with the consent of the persons to whom the information relates.

SECTION D: 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: | Y | Y | Y | Y | M | M | D | D |

Representative's signature

SECTION E: 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)

We remind you that the agency must keep in display its licence or its official copy issued by the BSP in full view in each of its establishment.

If you add establishment(s), check the box(es) corresponding to the class(es) for which the agency holds a licence, and indicate the number of new establishment for each of those classes. Multiply this number by the unit price for the printing of a licence and write the result on the right line. Add the totals per class and write the total amount to pay where indicated.

Agency licence class(es)	Unit Price*		Number of additional establishment	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	_____	= \$ _____

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

Total to pay: \$ _____

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*
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*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.

_____ Card holder's signature	Date <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td><td>M</td><td>M</td><td>D</td><td>D</td> </tr> </table>	Y	Y	Y	Y	M	M	D	D
Y	Y	Y	Y	M	M	D	D		
	Telephone <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>_____</td> </tr> </table>	_____							

- 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)