

## AGENT LICENCE APPLICATION

**Send your application, all required documents (see following page) and full payment (by mail or in person) at 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.

**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.**

### BEFORE PROCEEDING

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**Please read the following instructions carefully:**

- ✓ The form must be filled out and signed by the applicant.
- ✓ The applicant must be at least 18 years of age.
- ✓ You must fill out and send all pages of the form, including the payment sheet.
- ✓ You must read the declaration (Section K) and sign within the inner limits of the signature box. This signature will appear on your licence.
- ✓ A respondent must authenticate your photos, and fill out and sign Section L.
- ✓ The information written must be neat, legible and in block letters.

**Please allow a minimum of 4 weeks to process your application.**

## DOCUMENT CHECKLIST

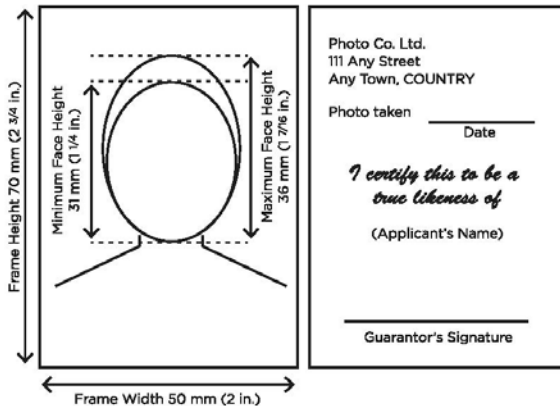
The licence application must include **all** of the following documents:

- Original and complete agent licence application form, duly filled out, dated and signed.
- Payment of fees (see Section M for methods of payment).
- A copy of your **birth certificate**:

For applicant **born in Canada**: issued by the Directeur de l'état civil or Vital Statistics Agency of your province of origin.

For applicant **born outside of Canada**: issued by the competent government authority of your country of origin. Please note that your birth certificate must be in French or English, otherwise you must also provide us with a translation into one of these official languages made by a member of the Ordre des traducteurs, terminologies et interprètes agréés du Québec.

- A copy of your **valid driver licence** (necessary, if you have one), or **if you do not have one**, of **another valid piece of photo identification** issued by a government in Canada (federal or provincial) including name, photo, signature and date of birth, among the following: passport, health insurance card, Canadian citizenship certificate (card), permanent resident card, Certificate of Indian Status.
- Two (2) identical colour photos in a passport format (5 cm x 7 cm)** taken during the six (6) month period preceding the application. The photos must be taken facing front, against a white background, and show the applicant from the shoulders up. The applicant must be bare-headed. The photos must be dated on the back with a dater. **One of the photos must be authenticated by your respondent**, who must meet the criteria of Section L. Example\*:



Note: A hat or head covering may not be worn unless it is worn daily for religious or medical reasons.

However, your entire face must clearly appear and head covering should not create shading on the face.

*\*Does not correspond to actual size – Please refer to the indicated measures.*

- Documents** certifying that you meet all **training and/or equivalence** requirements, if applicable (for example: diplomas, transcripts, proof from your current and former employer(s) describing the main duties performed as well as the years of continuous service and the number of hours worked annually).
- Security guarding application**: a legible copy of your valid workplace first aid card (CNESST training – 16 h).

**IMPORTANT: PLEASE DO NOT SEND ORIGINAL DOCUMENTS, EXCEPT THE APPLICATION FORM**

## FORM – AGENT LICENCE APPLICATION

SECTION A: APPLICANT IDENTIFICATION			
Surname	First name		
Do you use another first name and/or surname? <input type="checkbox"/> No <input type="checkbox"/> Yes, specify:			
Other surname	Other first name		
Gender <input type="checkbox"/> M <input type="checkbox"/> F	Date of birth (YYYY/MM/DD)	SAAQ Driver licence	<input type="checkbox"/> I do not have one.
Your mother surname at birth			
Language of correspondence: <input type="checkbox"/> French <input type="checkbox"/> English		Means of communication: <input type="checkbox"/> Regular mail <input type="checkbox"/> E-mail	

SECTION B: APPLICANT HOME ADDRESS			
Civic No.	Street	Apt.	
City		Province	Postal code
Home phone number	Cell phone or other phone number		
E-mail address			
Since when do you live at this address?		Date: / / <small>YYYY MM DD</small>	
If it has been less than five (5) years, indicate all other addresses for the past five (5) years: <small>(Civic No., street, apt., city, postal code, province)</small>		From <small>(YYYY/MM)</small>	To <small>(YYYY/MM)</small>

SECTION C: LICENCE(S) FOR WHICH THE APPLICATION IS FILED
<p><b>Classes for which this application is filed:</b> (Check all boxes that apply).</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-between;"> <div style="width: 30%;"><input type="checkbox"/> Security guarding</div> <div style="width: 30%;"><input type="checkbox"/> Locksmith work</div> <div style="width: 30%;"><input type="checkbox"/> Transport of valuables</div> <div style="width: 30%;"><input type="checkbox"/> Investigation</div> <div style="width: 30%;"><input type="checkbox"/> Electronic security systems*</div> <div style="width: 30%;"><input type="checkbox"/> Security consulting</div> </div> <p><small>Please note that the Electronic security systems agent licence includes automatically the subcategories of installing, repairing and maintaining; continuous remote monitoring; and technical consulting.</small></p>

SECTION D: DECLARATION RELATIVE TO JUDICIAL OR DISCIPLINARY HISTORY
<p>Unless you have obtained a pardon, have you ever been found guilty, at any place, of a criminal or a penal offence, or a disciplinary offence under the <i>Private Security Act</i>?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes, specify: _____</p>
<p>Are you currently facing charges of a criminal or penal nature, or procedures of a disciplinary nature under the <i>Private Security Act</i>?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes, specify: _____</p>

**SECTION E: TRAINING** (Check the boxes that apply to the class(es) of licence for which the application is filed).

**SECURITY GUARDING**

- I successfully completed the training required as per the Regulation on Training, namely the Private Security Guarding program (minimum of 70 hours) from a school board – **Enclose your certificate of achievement and a legible copy of your valid workplace first aid card (CNESST training – 16 h).**
- I have not taken the training required as per the Regulation on Training, but wish to have my level of knowledge and skills evaluated by the BSP – **See Section F.**

**INVESTIGATION**

- I successfully completed the training required as per the Regulation on Training, namely the "Initiation aux techniques d'enquête et d'investigation" course (135 hours) from a college level institution – **Enclose your certificate of achievement.**
- I hold a diploma of college studies in Police Technology, obtained within the past five (5) years – **Enclose a copy of the diploma and official transcript issued by your institution.**
- I hold a bachelor degree in Security and Police Studies, obtained within the past five (5) years – **Enclose a copy of the diploma and official transcript issued by your institution.**
- I have not taken the training required as per the Regulation on Training, or I completed it more than five (5) years ago, but I wish to have my level of knowledge and skills evaluated by the BSP – **See Section F.**

**LOCKSMITH WORK**

- I successfully completed the training required as per the Regulation on Training, namely the diploma of vocational studies in locksmithing – **Enclose a copy of the diploma or official transcript issued by your institution.**
- I have not taken the training required as per the Regulation on Training, but wish to have my level of knowledge and skills evaluated by the BSP – **See Section F.**

**TRANSPORT OF VALUABLES**

- I successfully completed the training required as per the Regulation on Training, namely the "Handling of firearms and the use of force" training provided by the École nationale de police du Québec (ENPQ) or one of its accredited instructor – **Enclose your certificate of achievement.**
- I hold a valid authorization to carry firearms (ATC) – **Enclose a legible copy of your authorization to carry firearms.**

**SECURITY CONSULTING**

- Enclose **any relevant proof** of training courses or professional experiences, certified by third parties, showing your competencies and skills in the provision of consulting services on methods of protection against theft, intrusion or vandalism, particularly by developing plans or specifications, or presenting private security projects.

**SECTION F: EQUIVALENCE OF KNOWLEDGE AND SKILLS**

In order for the BSP to be able to evaluate your level of knowledge and skills, please enclose **certifications from current and former employers**, confirming the positions held and including a detailed description of your duties, as well as the number of years of experience and number of hours worked annually, or a record of the hours worked issued by the Parity Committee for Security Guards. Furthermore, you may provide certificates of achievement for training courses or internships in relevant or related fields, showing the nature and content of the courses taken as well as the grades received (transcript in support). **For security guarding:** enclose a legible copy of your **valid workplace first aid card (CNESST training – 16 h).**

**RELEVANT OR RELATED TRAINING** (Enclose diplomas and official transcripts, etc.).  **Not applicable**

Name of the institution

Name of the training program

Date of diploma (YYYY/MM/DD)

Number of hours of training: \_\_\_\_\_ hours

Type of diploma (AEC, DEP, etc.)

**RELEVANT EXPERIENCE** (Enclose job certifications, or a record from the Parity Committee).  **Not applicable**

Number of years of experience in the field of private security: \_\_\_\_\_

**SECTION G: CURRENT JOB IN PRIVATE SECURITY**  Not applicable

Employer name		
Address (Civic No. and street)		Suite
City	Province	Postal code
Phone number	Ext.	
Job title		Since (YYYY/MM/DD)

**OTHER CURRENT JOB IN PRIVATE SECURITY** (Add an appendix if necessary)  Not applicable

Employer name		
Address (Civic No. and street)		Suite
City	Province	Postal code
Phone number	Ext.	
Job title		Since (YYYY/MM/DD)

**SECTION H: ARE YOU IN THE EMPLOY OF A POLICE FORCE?**  No  Yes\*, specify:

Police force		
City	Province	
Job title	Since (YYYY/MM/DD)	

\*This employment may be incompatible with holding an agent licence in private security. For any information on this subject, contact our Information Service.

**SECTION I: REQUEST FOR CONSENT – CANADA ANTI-SPAM LEGISLATION**

In compliance with Canada anti-spam legislation, we must obtain your consent in order to send you certain electronic communications of a commercial nature. Thus, to be added to our mailing list, give us your consent by checking the box below:

**I consent to receive electronic communications of a commercial nature from the BSP.\***

Please note that should you not consent to receive messages of a commercial nature, the BSP will continue to send you informative messages, including messages relative to the protection of the public or your obligations as a licence holder.

\*You may withdraw your consent at any time by e-mail at [communications@bspquebec.ca](mailto:communications@bspquebec.ca).

**SECTION J: 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 K: DECLARATION**

**NOTICE** – Any false or misleading declaration with respect to this form or any supporting document to this application, including the non divulgation of any material fact, may result in a refusal to issue, or the suspension or the revocation of an agent licence.

I declare that I have read and understand the above-stated **NOTICE**.

I declare that I am aware of the responsibilities and obligations incumbent upon me pursuant to the *Private Security Act* and its regulation.

Among others, I understand that fees are payable on an annual basis and that **my licence could be revoked should I fail to pay such fees.**

**Furthermore, I undertake to immediately inform the Bureau de la sécurité privée of any change relative to my address or employer.**

I declare that the photos enclosed hereto were taken during the last six (6) months and reflect my actual physical appearance.

I authorize the Bureau de la sécurité privée to provide the Sûreté du Québec with the information required to verify that the conditions stated in paragraphs 2 and 3 of Section 19 of the *Private Security Act* are met. Moreover, I understand that the Sûreté du Québec is authorized pursuant to the *Private Security Act* to inform the Bureau de la sécurité privée of the results of such verifications, and its follow-up, and to give its opinion as to compliance with said conditions.

I authorize the Bureau de la sécurité privée to contact my current and former employers, the Parity Committee for security guards and the training institutions or enterprises I have been, to corroborate the information I have provided in support of my application for a licence regarding my work experiences and trainings, and to obtain additional information or documents from such persons, if needed.

I solemnly declare that I am the applicant for this agent licence application. I declare that all the information provided herein is accurate and complete and that any change modifying that information will **immediately** be communicated to the Bureau de la sécurité privée.

In witness whereof, I have signed:

**SIGN WITHIN THE BORDERS OF THE SIGNATURE BOX**

Void if signature touches border

Signature



**Date**

Y	Y	Y	Y	M	M	D	D

**SECTION L: RESPONDENT**

The respondent (including any commissioner for oaths, notary or lawyer) must:

- ✓ Fill out subsections L.1, L.2 and L.3
- ✓ Authenticate one of the photos accompanying this application

**NOTICE** – The respondent must be a Canadian citizen or permanent resident and be at least 18 years of age. The respondent must have known the applicant personally for at least one (1) year and must be available for verification by the Bureau de la sécurité privée.

If you have not known anyone for at least one (1) year, the only people authorized to act as your respondent and authenticate your photo are a commissioner for oaths, a notary or a lawyer.

**L.1: RESPONDENT IDENTIFICATION**

Surname				First name			
Occupation				Professional number (if applicable)			
Address (Civic No. and street)						Suite / Apt.	
City				Province			
Postal code		E-mail address					
Phone number (day)			Ext.	Cell phone or other phone number			
I have known the applicant for _____ year(s).				Relation to applicant			

**L.2: AUTHENTICATION OF PHOTOS**

The respondent must **write**: "I certify the authenticity of this photo of *(name of applicant)*" on the back of one of the photos and must **sign** this same photo.

**L.3: DECLARATION OF RESPONDENT**

I declare that I have read and understood the above-stated **NOTICE**.

I declare that I have personally known for at least one (1) year the applicant named below and whose signature appears in Section K of this form and I certify the authenticity of its photos attached hereto, which reflect the actual physical appearance of the applicant.

Declaration of the commissioner for oaths, notary or lawyer: I declare that I have seen the applicant named below and whose signature appears in Section K of this form and I certify the authenticity of its photos attached hereto, which reflect the actual physical appearance of the applicant.

\_\_\_\_\_ (write the APPLICANT NAME in block letters)

\_\_\_\_\_  
Respondent signature  
(Including any commissioner for oaths, notary or lawyer).

Date 

Y	Y	Y	Y	M	M	D	D





**SECTION M: PAYMENT SHEET**

Applicant surname	Applicant first name

**Is this agent licence application accompanied by an agency licence application?**

No

Yes, name of agency: \_\_\_\_\_

**PAYABLE FEES**

Check the class or classes for which the application is filed, including the Verification of conditions, and indicate the corresponding amounts on the line on the right. Add all amounts, and write the total amount next to "Total amount to pay".

	From Jan 1 <sup>st</sup> , 2019		\$
<input type="checkbox"/> Security guarding	\$56.00		\$
<input type="checkbox"/> Investigation	\$56.00	+	\$
<input type="checkbox"/> Locksmith work	\$56.00	+	\$
<input type="checkbox"/> Electronic security systems	\$56.00	+	\$
<input type="checkbox"/> Transport of valuables	\$56.00	+	\$
<input type="checkbox"/> Security consulting	\$56.00	+	\$
<input checked="" type="checkbox"/> Verification of conditions (Non-refundable if application is cancelled or refused).	\$86.00	+	\$ 86.00
<b>Total amount to pay:</b>			<b>\$</b>

**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) (post-dated cheques not accepted)
- Bank or postal money order payable to the Bureau de la sécurité privée**
- Credit card:**

<input type="checkbox"/> <b>MasterCard</b>	<b>Card No.</b>	<b>Exp (MM/YY)</b>
<input type="checkbox"/> <b>Visa</b>		
<input type="checkbox"/> <b>American Express</b>		<b>N° CVV2*</b>

\* 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 application.

Card holder signature	Date																
	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 0 5px;">Y</td><td style="text-align: center; padding: 0 5px;">Y</td><td style="text-align: center; padding: 0 5px;">Y</td><td style="text-align: center; padding: 0 5px;">Y</td> <td style="text-align: center; padding: 0 5px;">M</td><td style="text-align: center; padding: 0 5px;">M</td> <td style="text-align: center; padding: 0 5px;">D</td><td style="text-align: center; padding: 0 5px;">D</td> </tr> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td><td style="border: 1px solid black; width: 25px; height: 25px;"></td><td style="border: 1px solid black; width: 25px; height: 25px;"></td><td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td><td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td><td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>	Y	Y	Y	Y	M	M	D	D								
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Phone number																	