

## MODIFICATION OF INFORMATION ON THE LICENCE

*Change of name or photos*

Please **send** the completed form in block letters and the required payment **by mail or in person** to 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.

### INSTRUCTIONS

In addition to completing this form and paying the required payable fees set out in Section E:

#### For a change of name and/or surname\* :

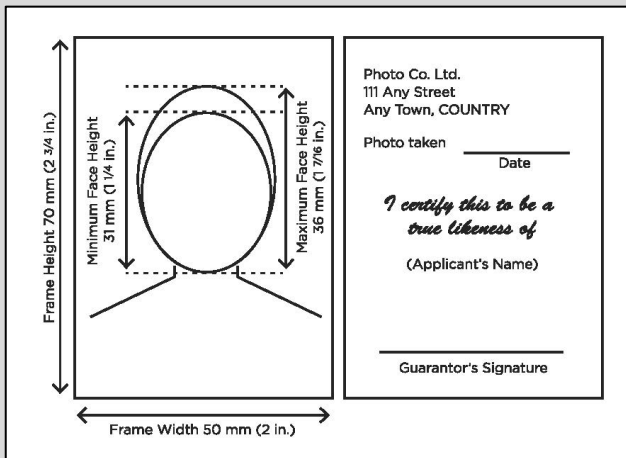
You must provide:

- your certificate of change of name issued by the Directeur de l'État civil.

#### For a change of photos\* :

You must provide:

- Section D duly completed and signed by an eligible respondent;  
and  
 Two (2) identical colour photos in a passport format (5 cm x 7 cm) taken during the six (6) month period preceding this 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 D. Example: (The picture below does not correspond to actual size – Please refer to the indicated measures.)



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.

\* If your name change and/or change of photos are requested due to a change of sex, please provide your change of sex designation certificate issued by the Directeur de l'État civil. The Bureau will make the required change to your agent file.

### 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.

<b>SECTION A: AGENT IDENTIFICATION</b>			
Surname on file		Name on file	
Date of birth (YYYY/MM/DD)	BSP File No. or Agent Licence No.		
Your mother surname at birth			
Address (Civic No. and street)			Apt.
City		Province	Postal code
Home phone number		Cell phone or other phone number	
E-mail address			

<b>SECTION B: REQUESTED(S) MODIFICATION(S)</b>	
I hereby request of the Bureau de la sécurité privée to modify the following information in my file*, which will result in a modification of my agent licence(s):	
<input type="checkbox"/> Change of <b>SURNAME</b> and/or <b>NAME</b> , <u>provide</u> :	✓ Certificate of change of name by the Directeur de l'État civil
New surname, if applicable:	New name, if applicable:
<input type="checkbox"/> Change of <b>PHOTO</b> , <u>provide</u> :	✓ Section D (page 3) duly completed and signed by an eligible respondent; and ✓ Two (2) compliant colour photos (see Instructions on page 1).
* If your name change and/or change of photos are requested due to a change of sex, please provide your change of sex designation certificate issued by the Directeur de l'État civil. The Bureau will make the required change to your agent file.	

<b>SECTION C: DECLARATION</b>																	
I solemnly declare that I am the applicant for this application and 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 the event of a change of name: 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 <i>Private Security Act</i> are met. Moreover, I understand that the Sûreté du Québec is authorized pursuant to the <i>Private Security Act</i> 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.																	
In the event of a change of photos: I declare that the photos enclosed hereto were taken during the last six (6) months and reflect my actual physical appearance.																	
In witness whereof, I have signed:																	
<b>SIGN WITHIN THE BORDERS OF THE SIGNATURE BOX</b>																	
<div style="border: 2px solid gray; padding: 10px; margin: 10px auto; width: 50%;">Void if signature touches border</div> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 80%; text-align: center;">Signature</div>																	
Date: <table border="1" style="display: inline-table;"><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><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Y	Y	Y	Y	M	M	D	D								
Y	Y	Y	Y	M	M	D	D										

**SECTION D: RESPONDENT – TO BE COMPLETED IN CASE OF A CHANGE OF PHOTOS**

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

- ✓ Fill out subsections D.1, D.2 and D.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.

**D.1: RESPONDENT IDENTIFICATION**

Surname		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	

**D.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.

**D.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 C 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 C 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 E: PAYMENT SHEET**

Agent surname	Agent first name
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**PAYABLE FEES (2020 FEES)**

The payable fees vary according to changes requested and the number of licence you hold. To calculate the payable fees for your application, follow these steps:

✓ **Step 1: Modification fees** (including the printing of one agent licence class) **\$57.00**

✓ **Step 2: Printing of modified licence(s)**  
 If you hold **only one licence**, skip to Step 3. Otherwise, complete the following calculation by entering the total in the box provided for this purpose.

**Cost of a licence copy** (\$25.00 + \$1.25 GST + 2,49 \$ QST) →           \$28.74            
**Total number of licences held** : \_\_\_\_\_ - 1\* → x           Qty           =

\* The price of the modification includes the cost of a licence. Thus, you must subtract one (1) to know how many other licence(s) must be printed.

✓ **Step 3: Verification of condition** (Non-refundable if application is cancelled or refused) **\$88.00\***

\* The fee is payable **only for a change of name**. For any other change, there is no fee for verification of condition.

✓ **Step 4: Total amount to pay**  
 Add the results from steps 1 and 2. **TOTAL AMOUNT TO PAY:**

GST number: 817788656      QST number: 1216343481

**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
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**AUTHORIZATION** – I authorize the Bureau de la sécurité privée to debit my credit card with the required amount for the processing of this application.

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Y	Y	Y	Y	M	M	D	D		
<b>Card holder signature</b>	<b>Date</b>								
<b>Phone number</b>									