

RENEWAL OF A TEMPORARY AGENT LICENCE IN SECURITY GUARDING EVENT SECURITY

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.

IMPORTANT INSTRUCTIONS

This form is intended for **holders of VALID temporary licence in security guarding for event security** (cultural or sporting event) that does not constitute an extraordinary or exceptional event (for example: war, pandemic, disaster, or unexpected or unusual event) who wish to renew such licence for a new **120-day** term for the first time or the second and last time.

RENEWAL OF THE TEMPORARY LICENCE – EVENT SECURITY:

1. The **temporary licence must be VALID at the time of the renewal application**. Failure to file the renewal application before the expiry of the temporary licence will result in the applicant being unable to renew or re-apply for such a temporary licence. He/she would then have to complete his/her training and apply for a regular security guarding agent licence, along with the required documents and fees.
2. The **Appendix 1 – Employer Declaration**, and the **payment** (Section F) must be enclosed with the application form.

AFTER THE RENEWAL OF THE TEMPORARY LICENCE – EVENT SECURITY:

3. This licence **only** allows you to carry out security activities **for the employer who has provided a declaration** (Appendix 1) in support of your application, and **only for event security** mandates (cultural or sporting events). Otherwise, you and your employer may be subject to penal sanctions.
4. Once you completed your training, you may **apply for the conversion of your temporary licence into a regular security guarding agent licence**, which would be valid for a renewable five-year period.¹ The conversion application must be filed before the expiry of the temporary licence.

2nd AND LAST RENEWAL OF THE TEMPORARY LICENCE – EVENT SECURITY:

5. If this is your **first renewal application** for this licence, you will be able to apply for the **renewal** of this licence **for a third and last 120-day term** (Form 194.025).
6. If this is your **second renewal application** for this licence, you will **not be allowed to request another** renewal when it expires.

EXPIRY OF THE TEMPORARY LICENCE – EVENT SECURITY:

7. Upon expiry of the licence, **if you have not yet applied for the conversion** of your temporary licence and you wish to obtain a regular agent licence in security guarding, you will have to file a **new application for a regular licence** that will be analyzed according to the applicable criteria.
8. You will no longer be eligible to apply for a temporary agent licence in security guarding for event security. **Such an application can only be made once.**

¹ Subject to compliance with the obligations and conditions provided under the *Private Security Act* (CQLR, c. S-3.5).

FORM – RENEWAL OF A TEMPORARY AGENT LICENCE IN SECURITY GUARDING FOR EVENT SECURITY

SECTION A: APPLICANT IDENTIFICATION			
Surname	First name		
Date of birth (YYYYMMDD)	BSP File No. or Agent Licence No.		
Your mother surname at birth			
Address (Civic No. and street)			App.
City		Province	Postal code
Home phone number		Cell phone or other phone number	
E-mail address			

SECTION B: RENEWAL APPLICATION
<p>I hereby request that my temporary agent licence in security guarding for event security, issued under Section 17(1) of the Regulation under the Private Security Act while I complete my mandatory training in security guarding, by renewed for a new 120-day period. *</p> <p>This is my :</p> <p><input type="checkbox"/> First renewal application for this licence</p> <p><input type="checkbox"/> Second, and last, renewal application for this licence</p> <p>*The term of the temporary licence cannot exceed 120 days. See points 5 and 6 of the IMPORTANT INSTRUCTIONS regarding renewal of this licence.</p>

SECTION C: INFORMATION ON EMPLOYER
Employer name
ENCLOSE: <input type="checkbox"/> Appendix 1 - Employer Declaration.

SECTION D: ACCESS TO INFORMATION AND PROTECTION OF PERSONAL INFORMATION
<p>Personal information is collected for the purpose of the application of the <i>Private Security Act</i> 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 <i>Act respecting Access to documents held by public bodies and Protection of personal Information</i>, or with the consent of the person to whom the information relates.</p>

SECTION E: DECLARATION

NOTICE – Any false or misleading declaration with respect to this form or any supporting document to this application, including the non-disclosing 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**, and the **IMPORTANT INSTRUCTIONS** on page 1 of the form.

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

I understand that this licence is issued solely for the purpose specified in Sections B and only for event security at the service of the employer identify in Section C, which must complete Appendix 1. **I undertake to notify the Bureau de la sécurité privée immediately if I cease to perform the specific activity** for which I was issued a temporary licence before it expires, as well as **any change relative to my address or employer**.

I authorize the Bureau de la sécurité privée to verify with my employer any information concerning the declaration provided in support of my temporary licence application, as well as to obtain additional information or documents concerning the circumstances requiring my temporary services, 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:

Signature

Date : Y Y Y Y M M D D
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Renewal of a temporary agent licence in security guarding – Event Security

(Section 17(1) et paragraph 2 and section 19 of the *Regulation under the Private Security Act* (CQLR, c. S-3.5, r.1))

SECTION I: EMPLOYEE'S IDENTIFICATION	
Surname	First name

SECTION II: EMPLOYER'S IDENTIFICATION		
Legal entity's name		
Address (Civic No. and street)		Suite
City	Province	Postal code

SECTION III: SIGNATORY'S IDENTIFICATION	
Signatory's surname	Signatory's first name
Title and/or function for the Employer in Section II	
Professional E-mail address	
Phone number (Day)	Ext.

SECTION IV: SIGNATORY'S DECLARATION								
<p>I declare that the information contained in this form is accurate and complete.</p> <p>I declare that I am a signatory duly authorized by the employer identified in Section II (the "Employer").</p> <p>I certify that the person identified in Section I (the "Employee") is required to perform security guarding activities at one or more cultural or sporting events, which are not unexpected or unusual events.</p> <p>I certify that this Employee will still be, <u>at all times, under the supervision of a person holding a regular and valid security guarding agent licence, present at the event.</u></p> <p>I understand that, if the temporary security guarding agent licence is renewed under this application, the Employee <u>will still not be permitted to perform any security duties other than those in an event security context</u> (cultural or sporting events).</p> <p>I understand that if he ceases to use the services of this Employee for event security, the Employer shall notify the Bureau without delay.</p> <p>In witness whereof, I have signed:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of the person identified in Section III</p> <p>Date Y Y Y Y M M D D</p> <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>								