

TEMPORARY LICENCE CONVERSION TRAINING AND EVENT SECURITY

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

Do not send the form by fax or email. It would be considered ineligible and would not be processed.

This form is intended for holders of a **valid temporary agent licence** issued in the context of a **training** towards qualification for the issuance of a regular agent licence (Section 17(1^o) of the *Regulation under the Private Security Act*), including holders of a temporary agent licence in security guarding for event security.

The temporary licence must be valid at the time of the conversion application. Should the applicant fail to file the conversion application before the expiry of the temporary licence, a new agent licence application shall be filed, accompanied with the corresponding fees.

SECTION A: AGENT 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)							Apt.
City				Province		Postal code	
Home phone number			Cell phone or other phone number				
E-mail address							

SECTION B: CONVERSION APPLICATION

Temporary licence No.				Class of temporary licence			
I hereby request the conversion of my above-mentioned temporary agent licence into a regular agent licence in the same class.							
The following are enclosed with my application:							
<input type="checkbox"/> the documents certifying that I have successfully completed the training towards qualification for the obtention of the licence (official transcript, diploma, certificate, etc.); et							
<input type="checkbox"/> valid payment of the required fees (see amount and methods of payment in Section F).							

SECTION C: 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 (YYYYMMDD)

SECTION D: 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 E: DECLARATION

NOTICE – Any false or misleading declaration with respect to this form or any supporting document to this application, including the non divulgence 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 understood 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 those fees.**

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

I authorize the Bureau de la sécurité privée to contact my training institution to corroborate the information I have provided in support of my application, and to obtain additional information or documents, if needed.

I solemnly declare that I am the applicant for this additional 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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SECTION F: PAYMENT SHEET

Applicant surname	Applicant first name

PAYABLE FEES

Payable fees for the conversion of the licence: \$35.00




IMPORTANT NOTICE FOR EVENT SECURITY - In addition to the \$ 35.00 fee, annual fees will have to be paid if the conversion of your temporary licence into a regular licence is requested near the end of the allowed period, i.e. close to one (1) year following the issuance of your temporary licence for event security.

These annual fees, adjusted each year, are in the amount of \$ 83.00 until December 31, 2019.

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) (no post-dated cheques accepted)
- Bank or postal money order payable to the Bureau de la sécurité privée**
- Credit card:**

<input type="checkbox"/>		MasterCard	Card number	Exp (MM/YY)
<input type="checkbox"/>		Visa		
<input type="checkbox"/>		American Express		N° CVV2*

* 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;"> <tr> <td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td> <td style="text-align: center;">M</td><td style="text-align: center;">M</td> <td style="text-align: center;">D</td><td style="text-align: center;">D</td> </tr> <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>	Y	Y	Y	Y	M	M	D	D								
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