

TEMPORARY AGENT LICENCE APPLICATION

Submit your application:

- **Online** via the special section **APPLY ONLINE** on **bspquebec.ca**.
- **By mail** to the following address:
1611 Crémazie Boulevard East, Suite 500, Montréal, Québec H2M 2P2.

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

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 (except if the temporary licence application is filed while the applicant is receiving a training that may qualify a person for the issuance of an agent licence, in particular during a traineeship).
- The applicant must have Canadian citizenship, permanent resident status or a work permit in Canada.
- You must fill out and send **all pages** of the form, including the payment sheet.
- You must read the declaration (Section J) 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 K.
- The information written must be neat, legible and in block letters.

DOCUMENT CHECKLIST

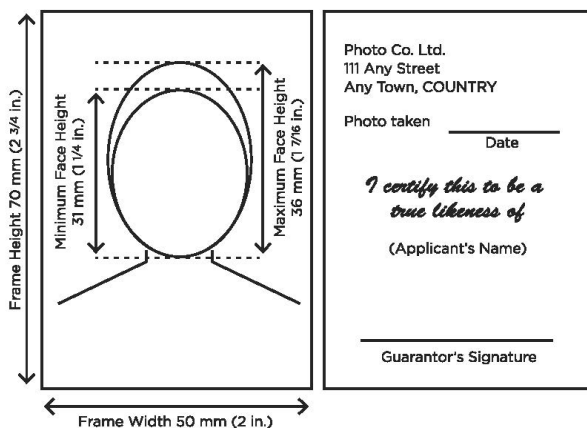
The temporary licence application must include **all** of the following documents:

- Original** and **complete** temporary agent licence application form, duly **filled out**, **dated** and **signed**.
- Payment of fees, **which are non-reimbursable** (see Section L for methods of payment).
- A copy of both sides of two (2) different valid pieces of identification from the lists below to meet the following conditions:**

CONDITIONS	ADMISSIBLE DOCUMENTS
<p>Condition 1: Piece of identification issued by the Government of Canada or a provincial or territorial government or, failing that, by a foreign government*, containing at the least your name, date of birth, photo and signature.</p>	<p>Your valid driver licence in Canada (preferred, if you hold one);</p> <p>Or, if not, choose a document from List 1 below:</p> <ul style="list-style-type: none"> • valid health insurance card; • valid passport; • certificate of Indian status; • any other valid piece of identification issued by a Canadian or foreign government including your name, photo, signature and date of birth*. <p>* Any piece of identification 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, terminologues et interprètes agréés du Québec.</p>
<p>Condition 2: Document evidencing that you have Canadian citizenship, permanent resident status or a work permit issued by the competent Canadian immigration authorities.</p>	<p>Choose a document from List 2 below (must be different from the one chosen from List 1):</p> <ul style="list-style-type: none"> • birth certificate from a Canadian province or territory; • valid Canadian passport; • Canadian citizenship certificate; • Canadian citizenship card (card with photo); • certificate of Indian status; • permanent resident card or Confirmation of Permanent Residence; • valid work permit in Canada.

- 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 K. 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.

- Documents supporting your temporary licence application as described in Section F**, according to the purpose for which the temporary licence application is filed.

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

FORM – TEMPORARY AGENT LICENCE APPLICATION

SECTION A: APPLICANT IDENTIFICATION

Surname		First name	
Do you use another 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 Y Y Y Y M M D D	SAAQ Driver licence <input type="checkbox"/> I do not have one.	
Mother's maiden name			
Language of correspondence: <input type="checkbox"/> French <input type="checkbox"/> English		Means of communication: <input type="checkbox"/> Regular mail <input type="checkbox"/> E-mail	
Do you already hold a licence from the BSP? <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate your licence No.: _____			

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			

SECTION C: CANADIAN CITIZENSHIP, PERMANENT RESIDENCE OR WORK PERMIT

Please check the statement that applies to you:

- I am a Canadian citizen.
- I am registered in the Indian Register under the *Indian Act*.
- I am a permanent resident.
- I have a work permit in Canada, valid until (enter the expiry date here): _____ .

SECTION D: DECLARATION RELATIVE TO JUDICIAL OR DISCIPLINARY HISTORY

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 *Private Security Act*?

No Yes, specify: _____

Are you currently facing charges of a criminal or penal nature, or procedures of a disciplinary nature under the *Private Security Act*?

No Yes, specify: _____

SECTION E: TEMPORARY LICENCE FOR WHICH THE APPLICATION IS FILED

Class for which the application is filed:

- Security guarding Investigation Locksmith work Transport of valuables

Purpose of the temporary licence application:

- For training purposes (complete section F.1)
- For the special needs of an investigation (complete section F.2)
- For temporary labor on the occasion of a special event (complete section F.3)

Period covered*: From _____ to _____.

* The term of the temporary licence cannot exceed 120 days.

SECTION F: PURPOSE FOR WHICH THE TEMPORARY LICENCE APPLICATION IS FILED (Fill out the subsection that applies).

F.1 FOR TRAINING PURPOSES (Leading to qualification for the issuance of a regular agent licence, including traineeships).

Name of the institution

Name of the organisation where the **traineeship** will occur

Organisation phone number

Address of the organisation where the **traineeship** will occur (Civic No., street, apt., city, postal code)

YOU MUST ENCLOSE:

1. A confirmation that you are registered in a training program which may qualify you to obtain a regular agent licence;

AND

2.1 In the case of a traineeship: a declaration from the employer where you will be in traineeship, indicating where and when it will be held, and the name and regular agent licence number (of the same class) of the person who will supervise you at that employer.

OR

2.2 As part of a work-study program: a declaration from the employer where you will complete the on-the-job portion of your training program and the name and regular agent licence number (of the same class) of the person who will supervise you at that employer.

F.2 FOR THE SPECIAL NEEDS OF AN INVESTIGATION (In particular to act as an undercover agent or double agent).

Nature of the investigation

Employer name

Address (Civic No. and street)

Suite

City

Province

Postal code

Phone number

Ext.

YOU MUST ENCLOSE:

a **declaration from your employer** indicating:

- the name and investigation agent licence number of your supervisor;
- the reason why this employer needs **your services specifically**;
- the period for which your temporary services are required.

F.3 TEMPORARY LABOUR ON THE OCCASION OF A SPECIAL EVENT

(Such as sporting or cultural activities, a labour dispute, a disaster or a pandemic).

Nature of the special event

Employer name

Address (Civic No. and street)

Suite

City

Province

Postal code

Phone number

Ext.

YOU MUST ENCLOSE:

a **declaration from your employer** indicating:

- the name and agent licence number of your supervisor on site (which is in the same class that the temporary licence you are applying for);
- the name or description of the special event for which your temporary services are required;
- the date and place where such event will take place.

SECTION G: OTHER CURRENT JOB* IN PRIVATE SECURITY (Add an appendix if necessary).				<input type="checkbox"/> Not applicable	
Employer name					
Address (Civic No. and street)				Suite	
City			Province		Postal code
Phone number		Ext.			
Job title				Since	
				Y Y Y Y M M D D	
*It is mandatory to declare any employer for which you carry out private security activities and to inform the Bureau within 30 days of any change or addition of employer, under penalty of fines.					

SECTION H: ARE YOU IN THE EMPLOY OF A POLICE FORCE?				<input type="checkbox"/> No		<input type="checkbox"/> Yes*, specify:	
Police force							
City				Province			
Job title				Since			
				Y Y Y Y M M D D			
*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: 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 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 the Protection of personal Information*, or with the consent of the person to whom the information relates.

SECTION J: 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 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 regulations.

I understand that this licence is issued solely for the purpose specified in Section F and **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.

I authorize the Bureau de la sécurité privée to corroborate with my employer or my training institution, if applicable, any information related to the documents I provided in support of my temporary licence application, and I authorize the Bureau to obtain any additional information or documents from such persons, if needed.

I understand that I shall pay annual fees if I renew a temporary licence for a period exceeding one (1) year.

Furthermore, I undertake to immediately inform the Bureau de la sécurité privée of any change of 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 the competent authorities to corroborate the information I provided in support of my application for a licence regarding my status in Canada, and to obtain additional information or documents from them, if needed.

I solemnly declare that I am the applicant for this temporary agent licence application. I declare that all the information provided herein is accurate and complete and that any change modifying that information will be **promptly** 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

ORIGINAL SIGNATURE REQUIRED



Date

Y	Y	Y	Y	M	M	D	D
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SECTION K: RESPONDENT

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

- Fill out subsections K.1, K.2 and K.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 any such person 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.

K.1: RESPONDENT IDENTIFICATION

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

K.2: AUTHENTICATION OF PHOTO

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.

K.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 J 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 J 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)

_____ **Date** | Y | Y | Y | Y | M | M | D | D |

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



SECTION L: PAYMENT SHEET

Applicant surname	Applicant first name
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PAYABLE FEES (NON-REIMBURSABLE)

Check the class 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".

Note that the payable fees, including licence fees and verification of conditions, are **non-reimbursable at all times**, including in case of refusal or cancellation of your application. (Section 12 of the *Regulation under the Private Security Act*)

**Pricing effective
from January 1st 2021**

<input type="checkbox"/> Security guarding	\$57.50		\$ _____
<input type="checkbox"/> Investigation	\$57.50	+	\$ _____
<input type="checkbox"/> Locksmith work	\$57.50	+	\$ _____
<input type="checkbox"/> Transport of valuables	\$57.50	+	\$ _____
<input checked="" type="checkbox"/> Verification of conditions	\$100.00	+	\$100.00

Total amount 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 |

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Card number

Exp (MM/YY)

N° CVV2*

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

	Date	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;">A</td> <td style="border: 1px solid black; width: 20px; text-align: center;">A</td> <td style="border: 1px solid black; width: 20px; text-align: center;">A</td> <td style="border: 1px solid black; width: 20px; text-align: center;">A</td> <td style="border: 1px solid black; width: 20px; text-align: center;">M</td> <td style="border: 1px solid black; width: 20px; text-align: center;">M</td> <td style="border: 1px solid black; width: 20px; text-align: center;">J</td> <td style="border: 1px solid black; width: 20px; text-align: center;">J</td> </tr> </table>	A	A	A	A	M	M	J	J
A	A	A	A	M	M	J	J			
Card holder's signature	Téléphone									

Interac e-Transfer (Recipient: Bureau de la sécurité privée, Email: comptabilite@bspquebec.ca, Security Question: reason for payment, Security Answer: permis, Reason: Name, First name, Date of Birth (DAY,MONTH,YEAR), Email and Phone)

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)