

## TEMPORARY LICENCE CONVERSION (TRAINING)

### Submit your application:

- **By email** at [dossier@bspquebec.ca](mailto:dossier@bspquebec.ca).
- **By mail** to the following address:  
1611 Crémazie Boulevard East, Suite 500, Montréal, Québec H2M 2P2.

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**Only applications sent electronically or by mail will be processed;  
NO APPLICATIONS SHALL BE RECEIVED IN PERSON.**

Thank you for your understanding.

### IMPORTANT

This form is intended for holders of a **valid temporary agent licence** issued in the context of a **training** leading to qualification for the issuance of a regular agent licence (Section 17(1) of the *Regulation under the Private Security Act*).

**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.

## FORM - TEMPORARY LICENCE CONVERSION (TRAINING)

SECTION A: AGENT IDENTIFICATION			
Surname	First name		
Date of birth Y   Y   Y   Y   M   M   D   D	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
<p><b>I hereby request</b> the conversion of my above-mentioned temporary agent licence into a regular agent licence in the same class. The following are <b>enclosed</b> with my application:</p> <p><input type="checkbox"/> <b>the documents certifying that I have successfully completed the training</b> towards qualification for the obtention of the licence (official transcript, diploma, certificate, etc.); and</p> <p><input type="checkbox"/> <b>valid payment of the required fees</b> (see amount and methods of payment in Section F).</p>	

SECTION C: 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 <b>mandatory to declare any employer</b> 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 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 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.

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 of address or employer.**

I authorize the Bureau de la sécurité privée to contact the training institution or entreprise I attended 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 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: \_\_\_\_\_

Signature

Date | Y | Y | Y | Y | M | M | D | D |



## SECTION F: PAYMENT SHEET

Applicant surname

Applicant first name

### PAYABLE FEES (Pricing effective from January 1<sup>st</sup>, 2021)

Payable fees for the conversion of the licence: \$25.25 + \$1.26 GST + \$2.52 QST = **\$29.03**

GST number (5 %): 817788656      QST number (9,975 %): 1216343481

**NOTICE** - In addition to the \$29.03 fee, annual fees will have to be paid if the conversion of your temporary licence into a regular licence is requested close to one (1) year following the issuance of your temporary licence, if it has been renewed. These annual fees, adjusted each year, are in the amount of \$ 72.50 until December 31, 2021.

### METHODS OF PAYMENT

Select a method of payment for this transaction:

**Interac e-Transfer** (Recipient: Bureau de la sécurité privée, Email: comptabilite@bspquebec.ca, Security Question: reason for payment, Security Answer: permis, Reason: Your BSP file number.)

**Check payable to the Bureau de la sécurité privée** (no post-dated cheques accepted)

**Bank or postal money order payable to the Bureau de la sécurité privée**

**Payment card:**

Mastercard

Mastercard Prepaid

American Express

Visa

Visa Prepaid

Visa Debit

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

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

\_\_\_\_\_  
Card holder's signature

Date | Y | Y | Y | Y | M | M | D | D |

Phone number | | | | - | | | - | | | |