

## COMMUNICATION PREFERENCES

### 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.

By default, any communication from the Bureau to the attention of the Agency is transmitted in French, to the principal establishment of your agency in Québec, corresponding to the head office when the latter is in Québec.

To choose other communication preferences, complete this form.

We remind you that the representative remains the only person authorized to receive communications regarding the Agency from the Bureau. All communication from the Bureau will continue to be sent to the representative's attention.

### SECTION A: AGENCY'S IDENTIFICATION

Legal entity name			
Québec Enterprise Number (NEQ)		BSP File No. or Agency Licence No.	
Representative surname	Representative first name	Date of birth Y   Y   Y   Y   M   M   D   D	

### SECTION B: COMMUNICATION PREFERENCES UPDATE (the mailing address of correspondence must remain in Canada)

Language of correspondence: <input type="checkbox"/> French <input type="checkbox"/> English			
Phone number (day)	Ext.	Cell phone or other phone number	
Professional e-mail address (If you enter a professional e-mail address, we will contact you at this address for unofficial communications, if necessary, when processing your agency's file.)			
Address (civic number and street)			Suite
City	Province	Postal code	

### SECTION C: 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 protection of Personal Information*, or with the consent of the person to whom the information relates.

### SECTION D: DECLARATION

I understand that any communication to the Agency identified in Section A will now be forwarded to me, as the representative, in accordance with the new communication preferences in section B.

I declare that all the information provided herein is accurate and complete, and that any change modifying that information will be communicated to the Bureau de la sécurité privée **without delay**.

In witness whereof, I have signed: \_\_\_\_\_

Representative's signature

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