

## TEMPORARY LICENCE CONVERSION (TRAINING)

### To file your application

#### Online

Upload your request via section “6-FOR ANY OTHER REQUESTS” on the APPLY ONLINE page at [bspquebec.ca](http://bspquebec.ca), by **clicking here**.

#### By mail

Send this form and all documents to the following address:  
1611 Crémazie Boulevard East, Suite 500, Montréal, Québec H2M 2P2.

### IMPORTANT INFORMATION

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.

**Attention:** Any holder of a temporary licence that was issued for any other reason than training (ex: special event, investigation, etc) must complete a regular agent licence application form (194.001) available at [bspquebec.ca](http://bspquebec.ca).

### DOCUMENT CHECKLIST

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.

#### Please read the following instructions carefully:

- Original** and **complete** temporary agent licence conversion application form, duly **filled out**, dated and **signed**.
- Payment of fees (see Section G for methods of payment).
- Documents** certifying that you successfully completed the training qualifying you for the issuance of a regular agent licence, according to Section E.
- Security guarding application:** a legible copy of your valid workplace first aid card (CNESST training - 16 h).

## FORM - TEMPORARY LICENCE CONVERSION (TRAINING)

SECTION A: AGENT IDENTIFICATION			
Surname		First name	
Date of birth*	BSP File No. or Agent Licence No.		
Y   Y   Y   Y   M   M   D   D			
Mother's maiden name			
Address (Civic No. and street)			Apt.
City		Province	Postal code
Home phone number		Cell phone or other phone number	
E-mail address			
*The applicant must be at least 18 years old to apply for a conversion of a temporary agent licence into a regular licence.			

SECTION B: CONVERSION APPLICATION	
Temporary licence No.	Class of temporary licence
<p>I hereby request 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</b> the training qualifying for the issuance of the licence (official transcript, diploma, certificate, etc.); and</p> <p><input type="checkbox"/> <b>the payable fees</b> (see fees and methods of payment in Section G).</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 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: TRAINING** (Check the boxes that apply to the class(es) of licence for which the application is filed).

**SECURITY GUARDING**

I successfully completed the training required as per the Regulation on Training, namely the Private Security Guarding program (minimum of 70 hours) from a School service centre or a training body recognized by the Minister of Public Security - **Enclose your certificate of achievement and a legible copy of your valid workplace first aid card (CNESST training - 16 h).**

**INVESTIGATION**

- I successfully completed the training required as per the Regulation on Training, namely the “Initiation aux techniques d’enquête et d’investigation” course (135 hours) from a college level institution – **Enclose your certificate of achievement.**
- I hold a diploma of college studies in Police Technology, obtained within the past five (5) years – **Enclose a copy of the diploma and official transcript issued by your institution.**
- I hold a bachelor degree in Security and Police Studies, obtained within the past five (5) years – **Enclose a copy of the diploma and official transcript issued by your institution.**

**LOCKSMITH WORK**

I successfully completed the training required as per the Regulation on Training, namely the diploma of vocational studies in locksmithing - **Enclose a copy of the diploma and official transcript issued by your institution.**

**TRANSPORT OF VALUABLES**

I successfully completed the training required as per the Regulation on Training, namely the “Handling of firearms and the use of force” training provided by the École nationale de police du Québec or one of its accredited instructor - **Enclose your certificate of achievement.**

**SECTION F: DECLARATION**

**NOTICE** - Any false or misleading declaration with respect to this form or any supporting document to this application, including the non divulcation 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 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 on** | Y | Y | Y | Y | M | M | D | D |

\_\_\_\_\_  
Signature



**SECTION G: PAYMENT SHEET**

<b>Applicant surname</b>	<b>Applicant first name</b>
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**PAYABLE FEES (Pricing effective from January 1, 2023)**

**Payable fees for the conversion of the licence:**      \$28.25 + \$1.41 GST + \$2.82 QST = \$32,48

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

**NOTICE** - In addition to the \$32.48 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 \$81.00 until December 31, 2023.

**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

  

<b>Card number</b>	<b>Exp (MM/YY)</b>	<b>N° CVV2*</b>

\*N° CVV2: Security number of 3 or 4 digits on the back of your credit card.

<b>Card holder's surname</b>	<b>Card holder's first name</b>
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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.

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

**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)

**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)