

MODIFICATION OF INFORMATION ON THE LICENCE

Change of name or photos

To file your application

Online - Upload your request via section “6-FOR ANY OTHER REQUESTS” on the APPLY ONLINE page at 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.

INSTRUCTIONS

In addition to completing this form and paying the required payable fees set out in Section E:

For a change of name and/or surname*:

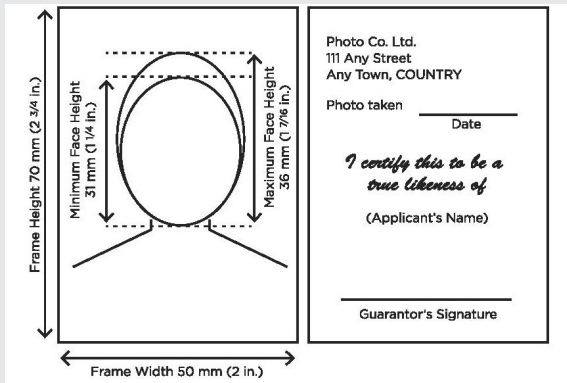
You must provide:

- your certificate of change of name issued by the Directeur de l'État civil.

For a change of photos*:

You must provide:

- Section D duly completed and signed by an eligible respondent; and
- 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 date. **One of the photos must be authenticated by your respondent**, who must meet the criteria of Section D. Example*:



*Does not correspond to actual size - Please refer to the indicated measures.

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.

*If your name change and/or change of photos are requested due to a change of sex designation, please provide your change of sex designation certificate issued by the Directeur de l'État civil. The Bureau will make the required change to your agent file.


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.

FORM - MODIFICATION OF INFORMATION ON THE LICENCE

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.		
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			

SECTION B: REQUESTED MODIFICATION(S)	
<p>I hereby request of the Bureau de la sécurité privée to modify the following information in my file*, which will result in a modification of my agent licence(s):</p> <p><input type="checkbox"/> Change of SURNAME and/or FIRST NAME, provide:</p> <ul style="list-style-type: none"> • Certificate of change of name by the Directeur de l'État civil 	
New surname, if applicable:	New first name, if applicable:
<p><input type="checkbox"/> Change of PHOTO, provide:</p> <ul style="list-style-type: none"> • Section D duly completed and signed by an eligible respondent; AND • Two (2) compliant colour photos (see Instructions on front page). 	
<p>*If your name change and/or change of photos are requested due to a change of sex designation, please provide your change of sex designation certificate issued by the Directeur de l'État civil. The Bureau will make the required change to your agent file.</p>	

SECTION C: DECLARATION	
<p>I solemnly declare that I am the applicant for this application and 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.</p> <p>In the event of a change of name: 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 <i>Private Security Act</i> are met. Moreover, I understand that the Sûreté du Québec is authorized pursuant to the <i>Private Security Act</i> 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.</p> <p>In the event of a change of photos: I declare that the photos enclosed hereto were taken during the last six (6) months and reflect my actual physical appearance.</p> <p>In witness whereof, I have signed on : Y Y Y Y M M D D </p>	
<p>SIGN WITHIN THE BORDERS OF THE SIGNATURE BOX</p> <p>Void if signature touches border</p> <div style="border: 2px solid gray; width: 150px; height: 80px; margin: 0 auto;"></div> <p>ORIGINAL SIGNATURE REQUIRED</p>	

SECTION D: RESPONDENT - TO BE COMPLETED ONLY IN CASE OF A CHANGE OF PHOTOS

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

- Fill out subsections D.1, D.2, D.3 and D.4
- 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 agent 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.

D.1: AGENT IDENTIFICATION

Surname	First name
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D.2: 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 agent for _____ year(s)	Relation to agent	

D.3: AUTHENTICATION OF PHOTOS

- The respondent must **write**: “*I certify the authenticity of this photo of (name of agent)*” on the back of one of the photos and must **sign** this same photo.

D.4: 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 agent named in Section D.1 and I certify the authenticity of its photos attached hereto, which reflect the actual physical appearance of the agent.
- Declaration of the commissioner for oaths, notary or lawyer: I declare that I have seen the agent named in Section D.1 and I certify the authenticity of its photos attached hereto, which reflect the actual physical appearance of the agent.

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

Respondent signature

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



SECTION E: PAYMENT SHEET

Agent surname	Agent first name
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PAYABLE FEES (Pricing effective from January 1, 2023)

Note that the payable fees for the modification (Step 1) and the verification of conditions (Step 3) 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*)

The payable fees vary according to changes requested and how many licences you hold. To calculate the payable fees for your application, follow these steps:

Step 1: Modification fee (includes the printing of a licence class)	\$64.50
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Step 2: Printing of modified licence(s)
 If you hold **only one licence, skip to Step 3**. Otherwise, complete the following calculation by entering the total in the box provided for this purpose.

Cost of a licence copy (\$28.25 + \$1.41 GST + \$2.82 QST)	→	<u> </u>	→	\$32.48
Total number of licences held : <u> </u> - 1*	→	X	=	\$

*The price of the modification (step 1) includes the cost of a licence copy for one category.

Step 3: Verification of conditions	\$111.00*
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*The fee is payable **only for a change of name**. For any other change, there is no fee for verification of conditions.

Step 4: Total amount to pay Add the results from steps 1, 2 and 3, if applicable	TOTAL AMOUNT TO PAY: \$
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GST number (5 %): 817788656 QST number (9,975 %): 1216343481

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

<div style="display: flex; justify-content: space-between;"> </div>	<div style="display: flex; justify-content: space-between;"> </div>	<div style="display: flex; justify-content: space-between;"> </div>
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.

<div style="display: flex; justify-content: space-between;"> </div>	Date	<div style="display: flex; justify-content: space-between;"> </div>
Card holder's signature	Telephone	<div style="display: flex; justify-content: space-between;"> </div>

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)