

## TEMPORARY LICENCE CONVERSION (TRAINING)

### To file your application

**Online at [bspquebec.ca](http://bspquebec.ca) - My account** (registration required)

This completed form can be securely filed through the service of [My Account](#) in the **File deposit section**.

**By mail or in person** 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

**WARNING** - Failure to complete all sections of this form and to attach all required documents and payments will result in significant delays in the processing of your application, or the inadmissibility of your application and the return of your documents.

**This licence application must include all of the following documents:**

- Original** and **complete** agent licence application form, duly **filled out**, **dated** and **signed**.
- Payment of fees, **which are non-reimbursable** (see Section H for methods of payment).
- Section A "Consent regarding personal information"** duly **signed** and **dated**.
- Documents** regarding **training** (see Section D).

## FORM - TEMPORARY LICENCE CONVERSION (TRAINING)

### SECTION A: CONSENT REGARDING PERSONAL INFORMATION

#### A.1 Declaration of the Bureau de la sécurité privée

We collect your personal information for the administration and application of the *Private Security Act* (CQLR, c. S-3.5) ("**PSA**") and its regulations. It is mandatory to provide them to avoid the inadmissibility of your application or its refusal. Your information will be available only to employees if required in the performance of their duties and may 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* (CQLR, c. A-2.1) ("**Access Act**").

The Access Act grants you the right to access and rectify your information and to withdraw your consent. However, such a withdrawal could affect the validity of a licence. For more information, consult our *Privacy Policy* at [BSPQuebec.ca](http://BSPQuebec.ca).

#### A.2 Consent of the applicant

**I consent** to the Bureau collecting, using, disclosing and retaining my information in accordance with the declaration in section A.1 above. Namely, **I consent to the sharing of my personal information** necessary for the purposes of the application of the PSA, **between the Bureau and:**

- 1) the **Sûreté du Québec or any other police force**, including any personal information recorded in any police report and data base;
- 2) to any person or organization to verify the truthfulness or accuracy of the documents and information that I provide to the Bureau for the application of the PSA and its regulations (for example: current or former **employers, Parity committee** for security guards, **training** organizations, Commission des normes de l'équité, de la santé et de la sécurité au travail (**CNESST**), competent authorities in matters of **citizenship and immigration**).

This consent is valid upon receipt of my application and during the validity of any licence issued to me.

In witness whereof I, have signed on (YYYY/MM/DD):



\_\_\_\_\_  
Licence holder handwritten signature

### SECTION B: AGENT IDENTIFICATION

Surname				First name			
Date of birth* (YYYY/MM/DD) 			BSP File No. or Agent Licence No.				
Mother's maiden name							
Address (No. and street)						Apt.	
City			Province			Postal code 	
Cell phone		Other phone number			Ext.		
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 C: CONVERSION APPLICATION**

<b>Temporary licence No.</b>	<b>Class of temporary licence</b>
<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 H).</p>	

**SECTION D: TRAINING (Check the boxes that apply to the licences class(es) for which the application is filed).**

<b>SECURITY GUARDING</b>
<p><input type="checkbox"/> I have successfully completed a <b>70-hour</b> security training course in a school service centre or a school board - <b>Enclose your certificate of achievement.</b></p> <p><input type="checkbox"/> I have successfully completed a <b>54-hour</b> security training course in a school service centre, a school board or a training body recognized by the Minister of Public Security - <b>Enclose 1) your certificate of achievement and 2) a copy of your workplace first aid card (CNESST training - 16 h).</b></p>
<b>INVESTIGATION</b>
<p><input type="checkbox"/> I have successfully completed the "Initiation aux techniques d'enquête et d'investigation" course (135 hours) from a college level institution - <b>Enclose your certificate of achievement.</b></p> <p><input type="checkbox"/> I obtained a diploma of college studies in Police Technology within the past five (5) years - <b>Enclose a copy of the diploma and official transcript issued by your institution.</b></p> <p><input type="checkbox"/> I obtained a bachelor degree in Security and Police Studies within the past five (5) years - <b>Enclose a copy of the diploma and official transcript issued by your institution.</b></p>
<b>LOCKSMITH WORK</b>
<p><input type="checkbox"/> I obtained a diploma of vocational studies in locksmithing - <b>Enclose a copy of the diploma and official transcript issued by your institution.</b></p>
<b>TRANSPORT OF VALUABLES</b>
<p><input type="checkbox"/> I have successfully completed 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 - <b>Enclose your certificate of achievement.</b></p>

**SECTION E: CURRENT JOB\* IN PRIVATE SECURITY (Add appendix if needed)**  Not applicable

\*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.

<b>Employer name</b>			
<b>Address</b> (No. and street)			<b>Suite</b>
<b>City</b>		<b>Province</b>	<b>Postal code</b>
<b>Phone number</b>	<b>Ext.</b>	<b>Employer e-mail address</b>	
<b>Job title</b>			<b>Since (YYYY/MM/DD)</b>



