

MODIFICATION OF INFORMATION ON THE LICENCE

Change of name or photos

To file this application

Online at bspquebec.ca - My account (registration required)

This completed form can be securely filed through the service of the [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.

INSTRUCTIONS

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

You must provide:

Section A "Consent regarding personal information" duly **signed** and **dated**; and

For a change of name and/or surname*:

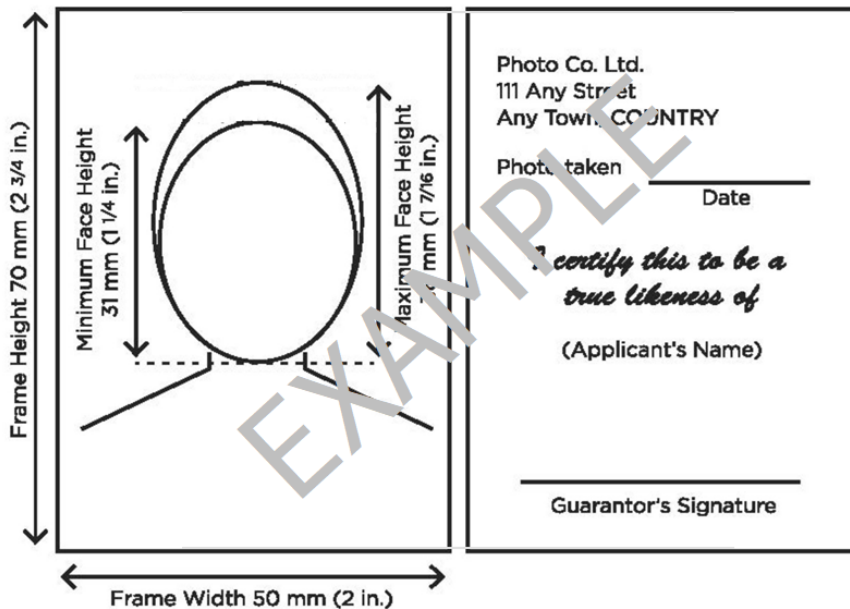
Your certificate of change of name issued by the Directeur de l'État civil.

For a change of photos*:

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 dater.

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.

SECTION A: 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			

SECTION B: REQUESTED MODIFICATION(S)

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):

Change of SURNAME and/or FIRST NAME, provide:

- Certificate of change of name by the Directeur de l'État civil

New surname, if applicable:

New first name, if applicable:

Change of PHOTO, provide:

- Section E duly completed and signed by an eligible respondent;
AND
- Two (2) compliant colour photos (see Instructions on front page).

*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 dicvil. The Bureau will make the required change to your agent life.

SECTION C: AGENT DECLARATION

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.

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.

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

| | | | | | | |



Licence holder handwritten signature

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
- **SIGN one of the photos** accompanying this application (authentication)

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.

D1: AGENT IDENTIFICATION

Surname	First name
---------	------------

D.2: RESPONDENT IDENTIFICATION

Surname	First name	
Occupation	Professional number (if applicable)	
Address (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

- SIGN on the back** of one of the photos
and
Write “I certify the authenticity of this photo of (First name Surname)” **on the back** of 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.



_____ **Respondent handwritten signature**
(Including any commissioner for oaths, notary or lawyer).

Date (YYYY/MM/DD) |_|_|_|_|_|_|_|_|



