



## DO YOU ALREADY HOLD A LICENCE?

Here are the payment methods available for you to pay your annual fees:



### Online

Once you have your notice of payment at your disposal, you can then visit the **“My account”** section of the **BSPQUEBEC.CA** website in order to pay by credit card, prepaid credit card or Visa Debit.



### At a financial institution

Make your payment either at an Automated Teller Machine (ATM), at the teller or online.  
Notice: Please allow a minimum of **3 to 5 business days** to allow your payment to be reflected on your BSP file.



### By check, bank or postal money.

Make your payment by check, bank or postal money if the request sent by post **with your file number written on the back**. Please allow **a minimum of 7 working days** for receipt by the Bureau. (No post-dated cheques are accepted.)



### By *Interac* e-Transfer

Make your payment by *Interac* e-Transfer following the instructions below:

- 1 Recipient:** Bureau de la sécurité privée
- 2 Email:** comptabilite@bspquebec.ca
- 3 Security Question:** reason for payment
- 4 Security Answer:** permis
- 5 Reason:** Name, First Name  
Date of Birth (DAY,MONTH,YEAR)  
Email and Phone



### By telephone

Contact the Information Department at 514 748-7480 or our toll-free number at 1 877 748-7483 and **dial 1** to speak to an agent. You will be able to pay your annual fees by credit card, prepaid credit card or Visa Debit.

**Please note** that the waiting time to speak to an agent may be longer due to high call volume.



## SUBMITTING A NEW APPLICATION?

Here are the payment methods available for you:



### Credit card, prepaid credit, Visa Debit.

Before proceeding with a payment, you must download and complete the form related to your new licence application. You can find this form online at [BSPQUEBEC.ca](http://BSPQUEBEC.ca) in the COVID-19 section. It will allow you to make a payment by credit card, prepaid credit card or by Visa Debit.



### By check, bank or postal money.

Make your payment by check, bank or postal money if the request sent by post **with your file number written on the back**. Please allow **a minimum of 7 working days** for receipt by the Bureau. (No post-dated cheques are accepted.)

Any questions? Please contact our Information Department by phone at 514 748-7480 or our toll-free number at 1 877 748-7483 or by email at [info@bspquebec.ca](mailto:info@bspquebec.ca).

#### Information Department

Bureau de la sécurité privée