

Protocol – Application for a temporary agent licence for event security

With the exception of temporary licence applications for extraordinary or exceptional events, which are more likely to occur as a result of unpredictable or unusual events requiring workforce in an urgent, impromptu and unusual manner, the following is agreed:

1 Use of section 17 (1) of the Regulation

Anyone wishing to engage in private security activities for festivals and cultural or sporting events may file an application for a temporary security guarding agent licence pursuant to section 17 (1) of the Regulation under the PSA, which provides:

“17. The Bureau may issue a temporary agent licence to a person, for the purposes of carrying on a private security activity in the following cases:

1° while the person is receiving training that may qualify the person for the issue of an agent licence under section 21 of the Act, in particular during a training period;”

2. Registration for mandatory training¹

Applicants for a temporary licence wishing to carry out private security activities for festivals and cultural or sporting events must **register for the mandatory training offered in school boards or training bodies recognized by the Minister of Public Security**. That person will then have a period of twelve (12) months to complete the entire 70-hour training.

Moreover, **before submitting his/her application for a temporary licence, the person must complete the 16-hour portion of the mandatory workplace first aid training** recognized by the CNESST, unless he/she already has such a valid accreditation.

3. Application and required documents

The Bureau provides a new form specifically for the enforcement of this protocol: the “Temporary Agent Licence in Security Guarding – Event Security” Form. Therefore, the application for a temporary licence must be filed using this specific form, accompanied by the payment and required documents. These documents must include:

- **Appendix 1 of the form - Employer's Declaration** confirming that the temporary licence holder will remain under the responsibility of the person on whose behalf he/she is engaged in a security guarding activity, and under the supervision of a regular licence holder of the same category, while carrying out duties. For the

¹ Section 1(1) of the *Regulation respecting the training required to obtain an agent licence to carry on private security activities* (CQLR, c. S-3.5, r.2).

purposes of this protocol, the employer will no longer be required to indicate the events to which it wishes to assign the temporary licence applicant, nor the name of the regular licensees who will be supervisors.

- Copy of a **CNESST valid first aid card**;
- **Proof of registration to the mandatory security guarding training** offered by a school board in Québec or a training body recognized by the Minister of Public Security;

4. Issuance and duration of the temporary licence

Upon receipt of such request, subject to compliance with the applicable criteria set out in the PSA and its regulations, including background and morality checks, the Bureau may then issue a temporary security guarding agent licence under section 17 (1) of the Regulation under the PSA, **for a period of 120 days.**

5. Use of the licence for the sole purpose for which it was issued

Pursuant to section 20 of the Regulation, the holder may use his/her temporary security guarding licence only for carrying out security guarding duties for the employer who has provided a declaration (Appendix 1 of the Form) in support of his/her application for a temporary licence and only for event security purposes. Otherwise, the person is liable to penal sanctions, as is the employer who improperly uses his/her services.

6. Conversion of the temporary licence into a regular licence

Once the temporary licensee has **completed the training**, he/she may request the Bureau to convert his/her temporary security agent guarding licence into a regular agent licence in this category. To do this, he/she must submit to the Bureau the appropriate form with the required payment and the training certificate issued by the school board or training body recognized by the Minister of Public Security.

7. Renewal for two additional terms of 120 days

If before the expiry of the first term of 120 days the temporary agent was unable to complete the mandatory training to which he/she is registered, the **renewal** of the temporary licence for a **second 120-day term** may then be requested using the appropriate form accompanied by the required payment and the employer's declaration (which will be provided as appendix of the specific renewal form). Lastly, the temporary agent can ask for the **renewal** of his/her licence for a **third and last 120-day term** under the same conditions.

8. Failure to request the conversion of a temporary licence

Any person who **fails to submit to the Bureau an application for the conversion** of a temporary licence into a regular security guarding agent's licence before the expiry of the third term, and who wishes to be granted a regular security guarding licence following the successful completion of the training **must submit a new application for a regular agent licence** according to the criteria applicable to such request.

9. A sole and non-renewable opportunity

A person who has already been granted a temporary agent licence under this exceptional protocol shall be denied any subsequent similar application, as this is a sole opportunity.

10. Advantages of the agreed solution

The temporary security guarding agent licence protocol detailed above and reflecting the state of discussions among the various stakeholders allows to reach, on the one hand, the right balance between the need for the private security industry and the event sector to bring together a sufficient and timely workforce in a context of labour scarcity; and on the other hand, the public protection mission and the objective of professionalizing the industry carried out by the Bureau, in particular through the imposition of mandatory training.

This protocol also has the advantage of considerably reducing the administrative burden of processing temporary licence applications for all event security stakeholders.



Claude Paul-Hus, MBA FCPA FCMA ASC

Executive Director of the Bureau de la sécurité privée

January 2019

APPLICATION FOR A TEMPORARY AGENT LICENCE IN SECURITY GUARDING

EVENT SECURITY

Send your application, all required documents (see following page) and full payment (by mail or in person) at this address:

Bureau de la sécurité privée
6363 West Trans-Canada Highway, Suite 206
Saint-Laurent, Québec H4T 1Z9

Do not send the form by fax or email. It would be considered ineligible and would not be processed.

Notice: 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.

BEFORE PROCEEDING

Please read the following instructions carefully:

- ✓ The form must be filled out and signed by the applicant.
- ✓ The applicant must be at least 18 years of age
- ✓ **You must read the IMPORTANT INSTRUCTIONS on page 1 of the form.**
- ✓ You must fill out and send all pages of the form, including the payment sheet.
- ✓ You must read the declaration (Section J) and sign within the inner limits of the signature box. This signature will appear on your licence.
- ✓ A respondent must authenticate your photos, and fill out and sign Section K.
- ✓ The information written must be neat, legible and in block letters.

DOCUMENT CHECKLIST

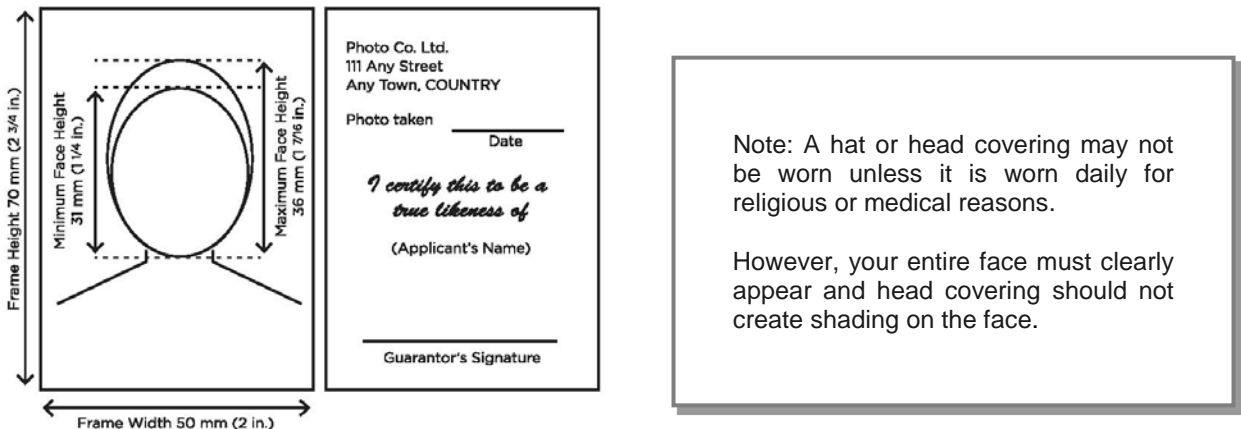
The licence application must include all of the following documents:

- Original and complete temporary agent licence application form, duly filled out, dated and signed.
- Payment of fees (see Section L for methods of payment).
- A copy of your **birth certificate**:

For applicant **born in Canada**: issued by the Directeur de l'état civil or Vital Statistics Agency of your province of origin.

For applicant **born outside of Canada**: issued by the competent government authority of your country of origin. Please note that your birth certificate must be in French or English, otherwise you must also provide us with a translation into one of these official languages made by a member of the Ordre des traducteurs, terminologies et interprètes agréés du Québec.

- A copy of your **valid driver licence** (necessary, if you have one), or **if you do not have one, of another valid piece of photo identification** issued by a government in Canada (federal or provincial) including name, photo, signature and date of birth, among the following: passport, health insurance card, Canadian citizenship certificate (card), permanent resident card, Certificate of Indian Status.
- 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 K. Example*:



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

- Appendix 1 – Employer Declaration**, duly completed and signed by your employer.
- A legible copy of your **valid workplace first aid card (CNESST Training – 16 h)**.
- Proof of registration to the mandatory training in security guarding**, offered by a school board, or recognized by the Minister of Public Security.

IMPORTANT: PLEASE DO NOT SEND ORIGINAL DOCUMENTS, EXCEPT THE APPLICATION FORM

IMPORTANT INSTRUCTIONS

This form is intended for people wishing to carry temporary security activities in a context of event security (cultural or sporting events) that does not constitute an extraordinary or exceptional event (for example: war, pandemic, disaster, or unexpected or unusual event.).

This application can only be submitted once and will allow you to complete your mandatory training within 12 months, while performing security activities in event security.

This application is submitted pursuant to section 17 (1) of the Regulation under the Private Security Act (CQLR, c. S-3.5, r.1) which provides that the Bureau may issue a temporary licence to a person while received training that may qualify that person for the issuance of a regular licence.

BEFORE FILING THE APPLICATION, you must:

1. **Register to the mandatory training in security guarding** offered by a school board or to another security guarding training recognized by the Minister of Public Security.¹
2. **Successfully complete the workplace first aid training (CNESST Training – 16h)**, or hold such a valid certification (card) at the time of your application;

AFTER THE ISSUANCE OF THE TEMPORARY LICENCE – EVENT SECURITY:

3. This licence cannot be issued for more than **120 days**.
4. This licence only allows you to carry out security activities for the employer who has provided a declaration (Appendix 1) in support of your application, and only for event security mandates (cultural or sporting events). Otherwise, you and your employer may be subject to penal sanctions.
5. You must **complete the mandatory training** in security guarding **within 12 months**;¹
6. Once you completed your training, you may **apply for the conversion of your temporary licence into a regular security guarding agent licence**, which would be valid for a renewable five-year period.² The conversion application must be filed before the expiry of the temporary licence.

RENEWAL OF THE TEMPORARY LICENCE – EVENT SECURITY:

7. If you have not completed your training upon the expiry of your licence, you may apply for the **renewal** of this licence **for a second term of 120 days** (Form 194.025).
8. If you still have not completed your training by the end of the second 120-day term, you may apply for the **renewal** of this licence for a **third and final term of 120 days** (Form 194.025).

EXPIRY OF THE TEMPORARY LICENCE – EVENT SECURITY:

9. Upon expiry of the licence, **if you have not yet applied for the conversion** of your temporary licence and you wish to obtain a regular agent licence in security guarding, you will have to file a **new application for a regular licence** that will be analyzed according to the applicable criteria.
10. You will no longer be eligible to apply for a temporary agent licence in security guarding for event security. **Such an application can only be made once.**

¹ To accommodate the work and training balance, note that the Marguerite-Bourgeoys School Board offers the mandatory training on a flexible schedule and in many forms (in class and online). For more information, call 514 855-4500, ext. 7610. Other school board or training body recognized by the Minister of Public Security may offer such flexible schedule arrangements. We invite you to contact them directly for more information.

² Subject to compliance with the obligations and conditions provided under the *Private Security Act* (CQLR, c. S-3.5).

APPLICATION FORM – TEMPORARY AGENT LICENCE IN SECURITY GUARDING

EVENT SECURITY

SECTION A: APPLICANT IDENTIFICATION			
Surname		First name	
Do you use another name and/or surname? <input type="checkbox"/> No <input type="checkbox"/> Yes, specify:			
Other surname		Other first name	
Gender <input type="checkbox"/> M <input type="checkbox"/> F	Date of birth (YYYYMMDD)	SAAQ Driver licence <input type="checkbox"/> I do not have one.	
Your mother surname at birth			
Language of correspondence: <input type="checkbox"/> French <input type="checkbox"/> English		Means of communication: <input type="checkbox"/> Regular mail <input type="checkbox"/> E-mail	
Do you already hold a licence from the BSP? <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate your licence No.: _____			

SECTION B: APPLICANT HOME ADDRESS			
Civic No.	Street	Apt.	
City		Province	Postal code
Home phone number		Cell phone or other phone number	
E-mail address			
Since when do you live at this address?		Date : / / YYYY MM DD	
If it has been less than five (5) years, indicate all other addresses for the past five (5) years (Civic No., street, apt., city, postal code, province)		From (YYYY/MM)	To (YYYY/MM)

SECTION C: DECLARATION RELATIVE TO JUDICIAL OR DISCIPLINARY HISTORY
Unless you have obtained a pardon, have you ever been found guilty, at any place, of a criminal or a penal offence, or a disciplinary offence under the <i>Private Security Act</i> ?
<input type="checkbox"/> No <input type="checkbox"/> Yes, specify: _____
Are you currently facing charges of a criminal or penal nature, or procedures of a disciplinary nature under the <i>Private Security Act</i> ?
<input type="checkbox"/> No <input type="checkbox"/> Yes, specify: _____

SECTION D: TEMPORARY LICENCE FOR WHICH THE APPLICATION IS FILED
Class for which the application is filed: <input type="checkbox"/> Security guarding
Period covered: 120 days.*
*The term of the temporary licence cannot exceed 120 days. See points 7 and 8 of the IMPORTANT INSTRUCTIONS regarding renewal of this licence.

SECTION E: INFORMATION ON CURRENT TRAINING	
Name of the training institution	Registration date (YYYYMMDD)
CNESST training organization having issued your certificate.	Card expiry date (YYYYMMDD)
<input checked="" type="checkbox"/> ENCLOSE: <input type="checkbox"/> Proof of registration to the mandatory training in security guarding, offered by a school board, or recognized by the Minister of Public Security.; <u>AND</u> <input type="checkbox"/> Copy of your valid workplace first aid card (CNESST Training – 16 h).	

SECTION F: INFORMATION ON EMPLOYER
Employer name
<input checked="" type="checkbox"/> ENCLOSE: <input type="checkbox"/> Appendix 1 – Employer Declaration.

SECTION G: ARE YOU IN THE EMPLOY OF A POLICE FORCE? <input type="checkbox"/> No <input type="checkbox"/> Yes*, specify:	
Police force	
City	Province
Job title	Since (YYYY/MM/DD)
*This employment may be incompatible with holding an agent licence in private security. For any information on this subject, contact our Information Service.	

SECTION H: REQUEST FOR CONSENT – CANADA ANTI-SPAM LEGISLATION
In compliance with Canada anti-spam legislation, we must obtain your consent in order to send you certain electronic communications of a commercial nature. Thus, to be added to our mailing list, give us your consent by checking the box below: <input type="checkbox"/> I consent to receive electronic communications of a commercial nature from the BSP.*
Please note that should you not consent to receive messages of a commercial nature, the BSP will continue to send you informative messages, including messages relative to the protection of the public or your obligations as a licence holder.
*You may withdraw your consent at any time by e-mail at communications@bspquebec.ca .

SECTION I: ACCESS TO INFORMATION AND PROTECTION OF PERSONAL INFORMATION
Personal information is collected for the purpose of 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.

SECTION J: DECLARATION

NOTICE – Any false or misleading declaration with respect to this form or any supporting document to this application, including the non-disclosing 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 understand the above-stated **NOTICE**, and the **IMPORTANT INSTRUCTIONS** on page 1 of the form.

I declare that I am aware of the responsibilities and obligations incumbent upon me pursuant to the *Private Security Act* and its regulation.

I understand that this licence is issued solely for the purpose specified in Sections E and only for event security at the service of the employer identify in Section F, which must complete Appendix 1. **I undertake to notify the Bureau de la sécurité privée immediately if I cease to perform the specific activity** for which I was issued a temporary licence before it expires, as well as **any change relative to my address or employer**.

I authorize the Bureau de la sécurité privée to verify with my employer any information concerning the declaration provided in support of my temporary licence application, as well as to obtain additional information or documents concerning the circumstances requiring my temporary services, if needed.

I authorize the Bureau de la sécurité privée to verify with any institution or training body referred to in this application or its attachments any information relating to the registration, advancement and completion of training, as well as to obtain additional information or documents from these persons, if needed.

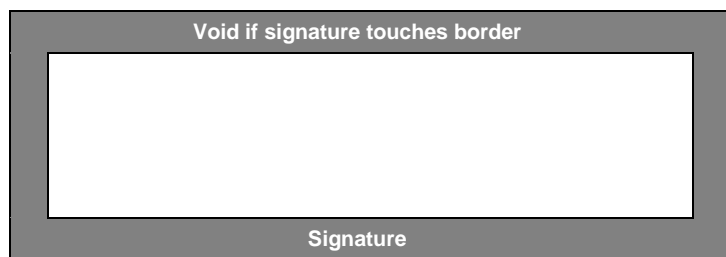
I authorize the Bureau de la sécurité privée to provide the Sûreté du Québec with the information required to verify that the conditions stated in paragraphs 2 and 3 of Section 19 of the *Private Security Act* are met. Moreover, I understand that the Sûreté du Québec is authorized pursuant to the *Private Security Act* 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.

I declare that the photos enclosed hereto were taken during the last six (6) months and reflect my actual physical appearance.

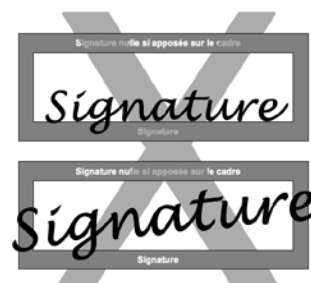
I solemnly declare that I am the applicant for this agent licence application. I declare that all the information provided herein is accurate and complete and that any change modifying that information will **immediately** be communicated to the Bureau de la sécurité privée.

In witness whereof, I have signed:

SIGN WITHIN THE BORDERS OF THE SIGNATURE BOX



A rectangular box with a thick border. Inside the box, the text "Void if signature touches border" is written at the top. At the bottom of the box, the word "Signature" is written. The box is intended to illustrate that a signature must be placed within the boundaries of the box.



Date

Y	Y	Y	Y	M	M	D	D

SECTION K: RESPONDENT

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

- ✓ Fill out subsections K.1, K.2 and K.3
- ✓ 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 applicant 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 anyone 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.

K.1: RESPONDENT IDENTIFICATION

Surname				First name			
Occupation				Professional number (if applicable)			
Address (Civic No. and street)						Suite/Apt.	
City						Province	
Postal code		E-mail address					
Phone number (day)			Ext.	Cell phone or other phone number			
I have known the applicant for _____ year(s)				Relation to applicant			

K.2: AUTHENTICATION OF PHOTOS

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

K.3: 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 applicant named below and whose signature appears in Section J of this form and I certify the authenticity of its photos attached hereto, which reflect the actual physical appearance of the applicant.

Declaration of the commissioner for oaths, notary or lawyer: I declare that I have seen the applicant named below and whose signature appears in Section J of this form and I certify the authenticity of its photos attached hereto, which reflect the actual physical appearance of the applicant.

(write the APPLICANT NAME in block letters)

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

Date

Y	Y	Y	Y	M	M	D	D

APPENDIX 1 EMPLOYER'S DECLARATION

Application for a temporary agent licence in security guarding – Event Security

(Section 17(1) et paragraph 2 and section 19 of the Regulation under the Private Security Act (CQLR, c. S-3.5, r.1))

SECTION I: EMPLOYEE'S IDENTIFICATION	
Surname	First name

SECTION II: EMPLOYER'S IDENTIFICATION		
Legal entity's name		
Address (Civic No. and street)		Suite
City	Province	Postal code

SECTION III: SIGNATORY'S IDENTIFICATION	
Signatory's surname	Signatory's first name
Title and/or function for the Employer in Section II	
Professional E-mail address	
Phone number (Day)	Ext.

SECTION IV: SIGNATORY'S DECLARATION								
<p>I declare that the information contained in this form is accurate and complete.</p> <p>I declare that I am a signatory duly authorized by the employer identified in Section II (the "Employer").</p> <p>I certify that the person identified in Section I (the "Employee") is required to perform security guarding activities at one or more cultural or sporting events, which are not unexpected or unusual events.</p> <p>I understand that for a licence to be issued to him/her, the Employee must demonstrate, among other things, (1) that he/she has a valid certification (card) for workplace first aid (CNESST Training - 16h) and (2) that he/she is registered in a mandatory security guarding training program.</p> <p>I certify that this Employee will be, <u>at all times, under the supervision of a person holding a regular and valid security guarding agent licence, present at the event.</u></p> <p>I understand that, if a temporary security guarding agent licence is issued under this application, the Employee <u>will not be permitted to perform any security duties other than those in an event security context</u> (cultural or sporting events).</p> <p>I understand that if he ceases to use the services of this Employee for event security, the Employer shall notify the Bureau without delay.</p> <p>In witness whereof, I have signed:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of the person identified in Section III</p> <p>Date Y Y Y Y M M D D</p> <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>								