

APPLICATION FOR A TEMPORARY AGENT LICENCE IN SECURITY GUARDING

EVENT SECURITY

Fill out your form along with the required documents and submit your application online via the special section on our website: bspquebec.ca/COVID-19.

Carefully read the steps to follow before submitting your application.

***** ONLY APPLICATIONS SENT ELECTRONICALLY WILL BE PROCESSED;
NO APPLICATIONS SHALL BE RECEIVED BY MAIL OR IN PERSON. *****

Thank you for your understanding.

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 2 of the form.**
- ✓ You must fill out and send all pages of the form, including the payment sheet.
- ✓ You must read the declaration (Section I) 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 J.
- ✓ The information written must be neat, legible and in block letters.

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 is submitted pursuant to section 17(3) of the Regulation under the Private Security Act (CQLR, c. S-3.5, r.1) which provides in other that the Bureau may issue a temporary licence to a person when an enterprise need to hire temporary labour on the occasion of special events, such as sports or cultural activities.
- This licence cannot be issued for more than **120 days**.
- 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.

DOCUMENT CHECKLIST

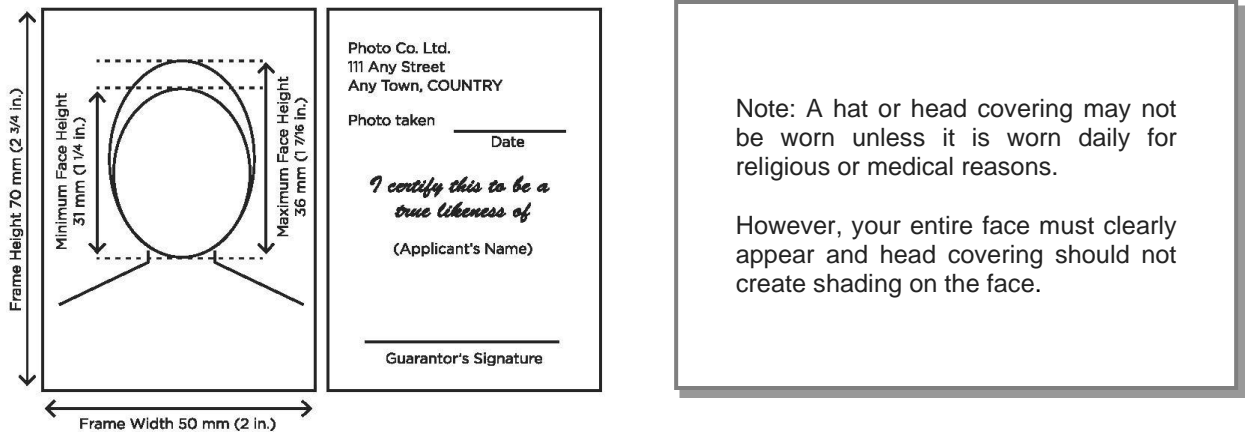
The licence application must include all of the following documents:

- 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.

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

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	From (YYYY/MM)
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)			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
Unless otherwise indicated, the temporary event permit is issued for the period from June 1 to September 30.
If other than June 1 to September 30, please specify the start date of the period: _____
*The term of the temporary licence cannot exceed 120 days.

SECTION E: INFORMATION ON EMPLOYER

Employer name

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ENCLOSE: **Appendix 1 – Employer Declaration.**

SECTION F: ARE YOU IN THE EMPLOY OF A POLICE FORCE? **No** **Yes*, specify:**

Police force

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City

Province

--	--

Job title

Since (YYYY/MM/DD)

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*This employment may be incompatible with holding an agent licence in private security. For any information on this subject, contact our Information Service.

SECTION G: 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:

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 H: ACCESS TO INFORMATION AND PROTECTION OF PERSONAL INFORMATION

Personal information is collected for the purpose of 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.

SECTION I: 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 event security at the service of the employer identify in Section E, 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 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.

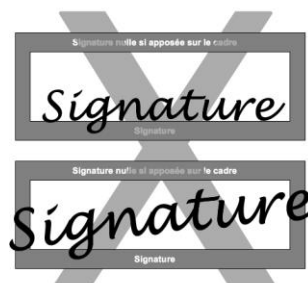
I solemnly declare that I am the applicant for this agent licence application. I declare that all the information provided herein is accurate and complete and that any change modifying that information will **immediately** be communicated to the Bureau de la sécurité privée.

In witness whereof, I have signed:

SIGN WITHIN THE BORDERS OF THE SIGNATURE BOX

Void if signature touches border

ORIGINAL SIGNATURE REQUIRED



Date

Y	Y	Y	Y	M	M	D	D
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SECTION J : 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.

J.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			

J.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.

J.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

SECTION K: PAYMENT SHEET

Applicant surname

Applicant first name

PAYABLE FEES

Payable fees for this application are:

Security guarding -Temporary

From
Jan 1st, 2020

57,00 \$

Verification of conditions (Non-refundable if application is cancelled or refused).

+ 88,00 \$

Total amount to pay:

145,00 \$

METHODS OF PAYMENT

Select a method of payment for this transaction:

Interac e-Transfert (Recipient: Bureau de la sécurité privée, Email: comptabilite@bspquebec.ca, Security Question: reason for payment, Security Answer: permis, Reason: Name, First Name, Date of Birth (DAY,MONTH,YEAR), Email and Phone.

Bank or postal money order payable to the Bureau de la sécurité privée

Credit card, prepaid credit card, Visa Debit:



MasterCard

Card number

Exp (MM/YY)



Visa, Visa Debit



American Express

N° CVV2*

* N° CVV2: Security number of 3 or 4 digits on the back of your credit card.

Card holder surname

Card holder first name

AUTHORIZATION – I authorize the Bureau de la sécurité privée to debit my credit card with the required amount for the processing of this application.

Card holder signature

Date

Y Y Y Y M M D D

Phone number

- -

APPENDIX 1 EMPLOYER'S DECLARATION

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

(Section 17(3°) 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 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> <div style="text-align: center; margin-top: 10px;"> <p>_____</p> <p>Signature of the person identified in Section III</p> </div> <div style="margin-top: 20px;"> <p>Date</p> <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 0 5px;">Y</td><td style="text-align: center; padding: 0 5px;">Y</td><td style="text-align: center; padding: 0 5px;">Y</td><td style="text-align: center; padding: 0 5px;">Y</td> <td style="text-align: center; padding: 0 5px;">M</td><td style="text-align: center; padding: 0 5px;">M</td> <td style="text-align: center; padding: 0 5px;">D</td><td style="text-align: center; padding: 0 5px;">D</td> </tr> <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> </div>	Y	Y	Y	Y	M	M	D	D								
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