

TEMPORARY AGENT LICENCE APPLICATION PILOT PROJECT FOR RECOGNITION OF ACQUIRED COMPETENCIES IN LOCKSMITHING (RAC-SER)

To file your application

Online - Contact our Information department at 514 748-7480, or toll free 1 877 748-7483 for a secure link to upload your documents.

By mail or in person - Send this form and all documents to the following address:
1611 Crémazie Boulevard East, Suite 500, Montréal, Québec H2M 2P2.

BEFORE PROCEEDING

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.

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 (except if the temporary licence application is filed while the applicant is receiving a training that may qualify a person for the issuance of an agent licence, in particular during a traineeship).
- The applicant must have Canadian citizenship, permanent resident status or a right to work in Canada.
- You must fill out and send **all pages** of the form, including the payment sheet.
- You must read and sign the declaration in Section I.
- A respondent must authenticate your photos, and fill out and sign Section J.
- 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, **which are non-reimbursable** (see Section K for methods of payment).
- Section A "Consent regarding personal information"** duly **signed** and **dated**.

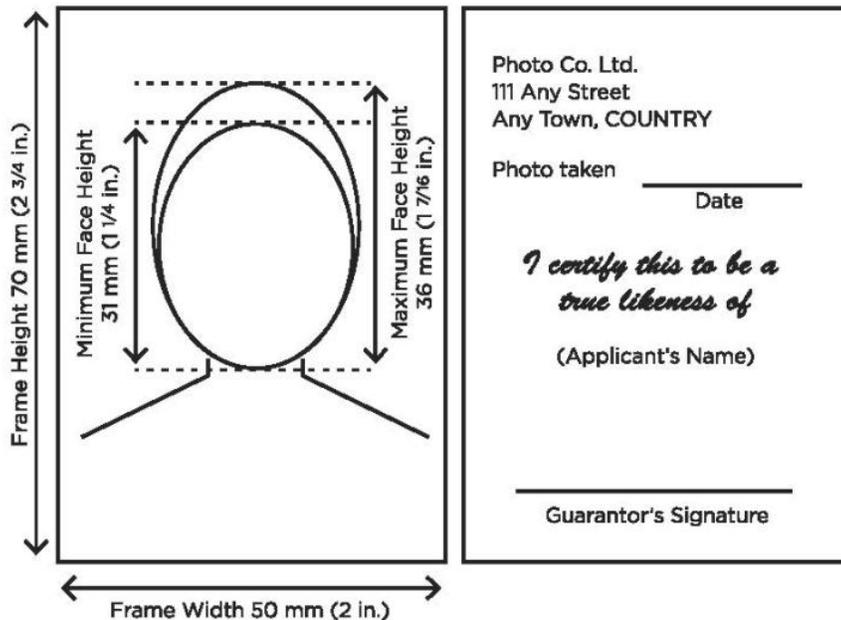
DOCUMENT CHECKLIST (continued)

- A copy of both sides of **two (2) different valid pieces of identification** from the lists below to meet the following conditions:

CONDITIONS	ADMISSIBLE DOCUMENTS
<p>Condition 1: Piece of identification issued by the Government of Canada or a provincial or territorial government or, failing that, by a foreign government*, containing at the least your name, date of birth, photo and signature.</p>	<p>Your valid driver licence in Canada (preferred, if you hold one); Or, if not, choose a document from List 1 below:</p> <ul style="list-style-type: none"> • valid health insurance card; • valid passport; • certificate of Indian status; • any other valid piece of identification issued by a Canadian or foreign government including your name, photo, signature and date of birth*. <p>* Any piece of identification 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, terminologues et interprètes agréés du Québec.</p>
<p>Condition 2: Document evidencing that you have Canadian citizenship, permanent resident status or a right to work in Canada issued by the competent Canadian immigration authorities.</p>	<p>Choose a document from List 2 below (must be different from the one chosen above):</p> <ul style="list-style-type: none"> • birth certificate from a Canadian province or territory; • valid Canadian passport; • Canadian citizenship certificate; • Canadian citizenship card (card with photo); • certificate of Indian status; • permanent resident card or Confirmation of Permanent Residence; • valid work permit in Canada; • valid study permit with a right to work in Canada; • another document evidencing your valid right to work in Canada.

- 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.

IMPORTANT - One of the photos must be SIGNED (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.*

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.

- Appendix 1 - Employer Declaration**

PLEASE DO NOT SEND ORIGINAL DOCUMENTS, EXCEPT THE APPLICATION FORM

FORM – TEMPORARY AGENT LICENCE APPLICATION

PILOT PROJECT FOR RECOGNITION OF ACQUIRED COMPETENCIES IN LOCKSMITHING (RAC-SER)

SECTION A – CONSENT REGARDING PERSONAL INFORMATION

A.1 DECLARATION OF THE BUREAU DE LA SÉCURITÉ PRIVÉE

Who collects your personal information? The collection of your personal information by this form is done by or on behalf of the Bureau de la sécurité privée. ("BSP").

For what purposes? To identify you, to communicate with you, to process the request you make by this form including any transaction included in this request, to ensure the application of the *Private Security Act* (CQLR, c. S-3.5) ("PSA") and its regulations, and to satisfy all obligations and exercise all rights granted to the BSP by law.

Is it mandatory? Your personal information collected by this form is mandatory and failure to provide it may result in the ineligibility or refusal of your application.

What are your rights? The *Act respecting access to documents held by public bodies and the protection of personal information* (CQLR, c. A-2.1) ("**Access Act**") grants you the right to access and rectify your personal information and to withdraw your consent regarding your personal information held by the BSP. In addition, please note that the withdrawal of a consent for mandatory information will jeopardize the validity of any licence held by an individual. For more information, visit the Access to information page at bspquebec.ca.

To whom your personal information is disclosed? Your personal information may be disclosed to:

- the BSP employees who need access to such personal information in the performance of their duties;
- the Sûreté du Québec, or any other police force, to verify that the conditions set out in paragraphs 2 and 3 of section 19 of the PSA, as well as the condition set out in paragraph 2 of section 12.1 of the *Regulation under the Private Security Act* (r.1) have been met;
- your previous and current employers, the Parity committee of security guards and the training institutions or bodies you have attended, including the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST), and to the relevant government authorities in relation to your citizenship or immigration to corroborate the truthfulness or accuracy of the documents or information provided as part of your application, as applicable;
- any other person or entity authorized to receive such communication with your consent or under the law, including the Access Act and the PSA.

What means are used to collect personal information? This form can be submitted online through a secure download account offered by the third party "**tresorit**" whose link can be obtained by communicating with our information department. The use of the services of this third party is for the sole purpose of facilitating the collection through technological means. In addition, it is always possible to use the modes of transmission by mail or in person directly at the BSP.

To consult the **Privacy policy** of the BSP, visit the bspquebec.ca.

A.2 CONSENT OF THE APPLICANT

Surname

First name

I declare that I have read and understood the declaration of the Bureau de la sécurité privée in section A.1 above.

I consent to the BSP collecting, using, disclosing, retaining, protecting, destroying and/or anonymizing my personal information in accordance with this declaration.

In witness whereof I, have signed on:

| Y | Y | Y | Y | M | M | D | D |

Applicant handwritten signature

SECTION B: APPLICANT IDENTIFICATION

Surname		First name	
Gender <input type="checkbox"/> M <input type="checkbox"/> F	Date of birth Y Y Y Y M M D D	SAAQ Driver licence	<input type="checkbox"/> I do not have one
Mother's maiden name			
Language of correspondence: <input type="checkbox"/> French <input type="checkbox"/> English			

SECTION C: APPLICANT HOME ADDRESS

Number	Street	Apt.	
City		Province	Postal code
Cell phone	Other phone number	Ext.	
E-mail address			

SECTION D: CANADIAN CITIZENSHIP, PERMANENT RESIDENCE OR RIGHT TO WORK

Please check the statement that applies to you:

- I am a Canadian citizen.
- I am registered on the Indian Register under the Indian Act
- I am a permanent resident in Canada.
- I have a work permit in Canada (expiry YYYY/MM/DD): _____.
- I have a study permit, including a right to work in Canada, valid until (expiry YYYY/MM/DD): _____.
- I have another valid right to work in Canada

SECTION E: DECLARATION RELATIVE TO JUDICIAL HISTORY

Have you been found guilty, in Canada or elsewhere, of a criminal offence for which you have not obtained a pardon?

No Yes, specify: _____

Are you currently facing any criminal or penal charge(s)?

No Yes, specify: _____

SECTION F: TEMPORARY LICENCE RAC-SER

Employer where the traineeship /on the job portion will take place	Employer phone number	Ext.
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I ATTACHED:

Appendix 1 - Employer Declaration - Pilot project for recognition of acquired competencies in locksmithing (RAC-SER).

IMPORTANT NOTE

The validity of the licence cannot exceed 120 days.

The BSP cannot guarantee that the temporary licences issued to participants in the RAC-SER pilot project will lead to their DVS in locksmithing.

As a result, a participant may not be able to obtain a licence as a regular locksmith agent at the end of the pilot project. Any enterprises and individual agreeing to participate in the Pilot project RAC-SER must accept this risk and exempt the BSP from any liability in this regard.

SECTION G: NOTICE TO THE EMPLOYER FOR AN INADMISSIBLE OR NON-COMPLIANT APPLICATION

The BSP is soliciting your consent to communicate with the employer identified in the Employer Declaration filed in support of this application, to inform them that your application is inadmissible or non-compliant if a payment, a mandatory information or document is missing or non-compliant. Additional information is available below.

I consent **I refuse**

Additional information

If your application is inadmissible or non-compliant, the BSP will notify you in writing and give you time to correct your application. The processing time will therefore be longer.

To enable your employer to assist you in making the necessary corrections, where possible, and to plan their staff accordingly, you may authorize the BSP to notify them in writing if your application is inadmissible or non-compliant (i.e. if a payment, a mandatory information or document to your application is missing or non-compliant).

This consent is not mandatory. If given, it will be valid for the duration of this licence application process but can be withdrawn at any time by calling 514 748-7480 or toll free at 1 877 748-7483, or by email at info@bspquebec.ca.

SECTION H: ARE YOU IN THE EMPLOY OF A POLICE FORCE?

No Yes*, specify:

Police force	
City	Province
Job title	Since Y Y Y Y M M D D

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

SECTION I: APPLICANT DECLARATION

NOTICE - Any false or misleading declaration with respect to this form or any supporting document to this application, including the concealment 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 understood the above-stated **NOTICE**.

I declare that I am aware of the **responsibilities and obligations** incumbent upon me pursuant to the *Private Security Act* and its regulations, namely:

- Not engage in any private security activity other than for the purpose specified in Section F;
- Remain at all times under the responsibility of the employer who provided a declaration in support of my application;
- Remain under the active and continuous supervision of a regular agent licence holder of the same class as the one that would be issued to me, if applicable;
- Inform the BSP without delay of any change that may affect the validity of my licence, such as any change of address or status in Canada, any arrest, or guilt of a penal or criminal offence, any employment in a police force, etc;
- Comply at all time with the standards of conduct prescribed by the regulation.

I undertake to **notify the Bureau de la sécurité privée in writing immediately if I cease to perform the specific activity** for which I would be issued a temporary licence before it expires, if applicable.

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 temporary agent licence application. 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 witness whereof, I have signed on

Y	Y	Y	Y	M	M	D	D
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Applicant handwritten signature

SECTION J: RESPONDENT

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

- **FILL OUT subsections J.1, J.2, J.3 and J.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 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 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.

J.1: APPLICANT IDENTIFICATION

Surname	First name
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J.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 applicant for _____ year(s)	Relation to applicant	

J.3: SIGNATURE OF ONE OF THE PHOTOS (AUTHENTICATION)

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.

J.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 applicant named in Section J.1 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 in Section J.1 and I certify the authenticity of its photos attached hereto, which reflect the actual physical appearance of the applicant.

_____ **Date** | Y | Y | Y | Y | M | M | D | D |

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





Appendix 1

Employer Declaration

PILOT PROJECT FOR RECOGNITION OF ACQUIRED COMPETENCIES IN LOCKSMITHING (RAC-SER)

EMPLOYER DECLARATION – ACQUISITION OF COMPETENCIES IN LOCKSMITHING

INSTRUCTIONS: All fields in this appendix **must be filled out** by the employer of the temporary agent licence applicant to enable them to acquire locksmith competencies in order to undertake a process of recognition of acquired competencies (RAC) that may qualify them for the issuance of a regular locksmith agent licence. Missing information will cause additional delays in processing and could lead to the refusal if the applicant's licence application.

The employer _____ (name of employer), located at _____ (employer's address ("**Employer**")) supports the temporary agent licence application in the class of locksmithing ("**Temporary Licence**") of _____ (Applicant's first name and surname) whom date of birth is _____ (YYYY/MM/DD) ("**Applicant**").

The Employer certifies that it has read the parameters of the pilot project.

The Employer certifies that the Applicant is expected to undertake a process of recognition of acquired competencies in locksmithing in accordance with the implementation of the pilot project RAC-SER.

The Employer undertakes, if the Temporary Licence is issued to the Applicant:

- i. that the Applicant services are only used for the purpose of acquiring competencies in connection with the pilot project RAC-SER (s. 20 Regulation under the PSA);
- ii. that the Applicant, in the performance of their duties, is under the on-site at all times supervision of a holder of a regular agent licence of the same class as that of the Temporary Licence (s.19 Regulation under the PSA);
- iii. to inform the Bureau de la sécurité privée without delay if they cease to use the Applicant services (s.21 Regulation under the PSA).

AUTHORIZED EMPLOYER REPRESENTATIVE

Signature

Date (YYYY/MM/DD)

First name and surname (please print)

Phone number (day)

Title

Email address

IMPLEMENTATION OF THE PILOT PROJECT RAC-SER

<p>Stage 1 - Registration</p> <ul style="list-style-type: none"> A locksmith agency wishing to participate in the pilot project must register with the Bureau de la sécurité privée by completing the pilot project RAC-SER participation form (Appendix B). The completed form can be mailed to the BSP or emailed to RAC-SER@bspquebec.ca. Upon receipt, the BSP will confirm to the agency its registration for the pilot project.
<p>Stage 2 - Recruitment and application for a temporary locksmith agent licence</p> <ul style="list-style-type: none"> Locksmith agencies may recruit workers interested in acquiring locksmith competencies as part of the pilot project and within its parameters. The candidates must submit a temporary agent licence application using the specific pilot project form, available on the BSP website (bspquebec.ca/en/RAC-SER).
<p>Stage 3 - Obtaining a temporary locksmith licence</p> <ul style="list-style-type: none"> The recruited worker (hereinafter referred to as the "participant") must obtain a "RAC-SER" temporary locksmith agent licence issued by the BSP, <u>before carrying on activities subject to the PSA under the supervision of a holder of a valid regular locksmith agent licence.</u> It is MANDATORY to wait for the issuance of the temporary locksmith licence and it is PROHIBITED to engage in any locksmith activity without a valid agent licence, subject to penal sanctions.
<p>Stage 4 - Days 1 to 120 of the RAC-SER temporary licence validity</p> <ul style="list-style-type: none"> The RAC-SER temporary locksmith agent licence will be issued for a period of 120 days. During this period, the agency must commit to providing the participant with the technical, theoretical, or practical knowledge enabling them to acquire the locksmith competencies.
<p>Stage 5 - Renewal of the RAC-SER temporary licence</p> <ul style="list-style-type: none"> Before the expiry of their temporary licence, and until a DVS is obtained from a school service centre, the participant must complete and submit to the BSP the renewal form specific to the pilot project, available on the BSP website (bspquebec.ca/en/RAC-SER).
<p>Stage 6 - Recognition of acquired competencies (RAC) process</p> <ul style="list-style-type: none"> When ready to apply for recognition of acquired competencies, the participant must initiate a locksmith RAC process with a school service centre offering this possibility. It is the participant's responsibility to find and make an appointment with a RAC counsellor at the school service centre of their choice offering this service.
<p>Stage 7 - Obtaining the DVS in locksmithing and applying for conversion into a regular licence</p> <ul style="list-style-type: none"> Upon completion of the locksmith DVS, the participant must apply for a conversion of their temporary licence into a regular locksmith agent licence, with a copy of their diploma of vocational studies in locksmithing. Upon receipt of such an application, provided all applicable issuance criteria of such a licence are met, a regular locksmith agent licence will be issued to the participant.

We reiterate that the BSP cannot guarantee that the temporary licences issued to participants in the RAC-SER pilot project will lead to their DVS in locksmithing.

For any questions, please contact :

Mrs. Emmanuelle Turner Girard, Principal Information Agent
1611, Crémazie Boulevard East, Suite 500 Montréal QC H2M 2P2
Email : egirard@bspquebec.ca Telephone : 514 665-8134