

TEMPORARY AGENT LICENCE RENEWAL

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

To file your application

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

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

IMPORTANT INFORMATION

This form is intended for holders of a **valid temporary agent licence** who need to renew their licence for the same purpose for which it was originally issued.

The temporary licence must be valid at the time of the renewal application. Should the applicant fail to file the renewal application before the expiry of the temporary licence, a new temporary agent licence application shall be filed, accompanied with all corresponding documents and fees.

The pilot projet RAC-SER is aimed at acquiring locksmith competencies in view of undertaking a process of recognition of acquired competencies (RAC) in locksmithing at a school service centre. The diploma of vocational studies (DVS) permitting to obtain a regular licence in locksmithing must be obtained within a **maximum of 2 years following the initial application of the temporary licence RAC-SER**. Any subsequent renewal will be refused.

FORM – TEMPORARY AGENT LICENCE RENEWAL

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. For more information, visit the Access to information page at bspquebec.ca. In addition, please note that the withdrawal of a consent for mandatory information will jeopardize the validity of any licence held by an individual.

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 training institutions or bodies you have attended 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 is accessible via the BSP website in the My Account section. 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 |

Licence holder handwritten signature

SECTION B: AGENT IDENTIFICATION

Surname		First name	
Date of birth	BSP File No. or Agent Licence No.		
Y Y Y Y M M D D			
Mother's maiden name			
Address (No. and street)			Apt.
City		Province	Postal code
Cell phone	Other phone number	" EA	
E-mail address			

SECTION C: AGENT LICENCE RENEWAL

DOCUMENTS TO PROVIDE

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 D: 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 E: APPLICANT DECLARATION

NOTICE - Any false or misleading declaration with respect to this form or any supporting document to this application, including the non divulgation of any material fact, may result in a refusal to issue or to renew, 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*.

I understand that this licence is renewed solely for the same purpose for which it was originally obtained and **I undertake to notify the Bureau de la sécurité privée immediately if I cease to perform the specific tasks** for which my temporary licence is renewed before it expires.

I understand that fees required as per regulation shall be paid annually if I renew a temporary licence for a period exceeding one (1) year and I understand that the renewal of my licence could be refused should I fail to pay those fees.

Furthermore, I undertake to immediately inform the Bureau de la sécurité privée of any change of address or employer.

I solemnly declare that I am the applicant for this 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 |

Licence holder handwritten signature



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 of the applicant's licence application.

The employer _____ (name of employer), located at _____ (employer address) (« **Employer** ») supports the temporary agent licence application in the class of locksmithing (« **Temporary Licence** ») of _____ (Applicant 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;
- 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;
- iii. to inform the Bureau de la sécurité privée without delay if they cease to use the Applicant services.

AUTHORIZED EMPLOYER REPRESENTATIVE

Signature

Date (YYYY/MM/DD)

First name and surname (please print)

Phone number (day)

Title

Email address